

AGENDA

TOWN OF NARRAGANSETT

MEETING OF JANUARY 17, 2012

GLENNA M. HAGOPIAN
COUNCIL PRESIDENT

DAVID J. CROOK, SR.
PRESIDENT PRO TEM

SUSAN CICILLINE-BUONANNO
COUNCIL MEMBER

ALISA TRAINOR FLEET
COUNCIL MEMBER

CHRISTOPHER WILKENS
COUNCIL MEMBER



GRADY E. MILLER
TOWN MANAGER

MARK A. MCSALLY
TOWN SOLICITOR

ANNE M. IRONS, CMC
TOWN CLERK

TOWN COUNCIL MEETINGS ARE SCHEDULED
ON THE FIRST AND THIRD MONDAYS OF THE MONTH
AT 7:30 P.M. AT THE TOWN HALL, 25 FIFTH AVENUE

GENERAL RULES AND PROCEDURES

FOR THE TOWN OF NARRAGANSETT

TOWN COUNCIL MEETINGS

I. WHO MAY SPEAK

Meetings of the Town Council are open to the public. Any resident who wishes to address the Council on any subject within the scope of the Council's authority may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below:

A. SPEAKING ON AGENDA ITEMS

1. Consent Agenda Items. These are items which the Council does not need to discuss individually and are voted on as a group. Any Council Member who wishes to discuss any individual item from the Consent Agenda may request the Council president to pull such item from the Consent Agenda. Those items pulled will be discussed and voted upon individually.
2. Regular Agenda Items. These are items which the Council will discuss individually in the order listed on the Agenda. After the Council has discussed an item on the Agenda, the Council President will close the Council discussion and will inquire if any citizen wishes to be heard on the matter.

B. SPEAKING ON SUBJECTS NOT ON THE AGENDA

1. Any resident may address the Council on any item not on the Agenda during that period of time designated as **OPEN FORUM**.

II. ADDRESSING THE COUNCIL, MANNER, TIME

The length of time each individual may speak must be limited in the interest of order and conduct of the business at hand. Individuals are limited to three minutes speaking time. Such time may be extended at the discretion of the Council President. However, the OPEN FORUM portion of the Council meeting shall be limited to a total of thirty (30) minutes.

If there are any speakers who have not had an opportunity to be heard at the end of thirty (30) minutes, OPEN FORUM will be continued to the end of the Council meeting.

Citizens wishing to be heard shall raise their hands until acknowledged by the Council President. Once acknowledged, the citizens shall come forward, state their name and address and address the Council; please conduct yourself in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but heard as requested. Anyone wishing to speak a second time on the same subject must receive permission from the Council President.



**NARRAGANSETT TOWN COUNCIL
WORK SESSION
January 17, 2012
6:30 p.m.**

Posted 01-12-12

**Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
(401) 789-1044**

**NARRAGANSETT
TOWN COUNCIL**

President

Glenna M. Hagopian

President Pro Tem

David J. Crook, Sr.

Council Members

Christopher Wilkens

Susan Cicilline-Buonanno

Alisa Trainor Fleet

Town Manager

Grady Miller

Town Clerk

Anne M. Irons, CMC

Town Solicitor

Mark A. McSally, Esq.

1. CALL TO ORDER

2. WORK SESSION

A work session with the Town's Auditors (Lefkowitz, Garfinkel, Champi & DeRienzo) regarding the FY 2011 annual audit.

3. ADJOURNMENT

**THE TOWN COUNCIL WILL PROVIDE INTERPRETERS FOR THE HEARING
IMPAIRED AT ANY MEETING, PROVIDED A REQUEST IS RECEIVED THREE
(3) BUSINESS DAYS PRIOR TO SAID MEETING.**



Narragansett Town Hall
25 Fifth Avenue
Narragansett, RI 02882
(401) 789-1044

NARRAGANSETT TOWN COUNCIL REGULAR MEETING AGENDA

January 17, 2012

7:30 PM

Posted 1-12-2012

NARRAGANSETT TOWN COUNCIL

President

Glenna M. Hagopian

President Pro Tem

David J. Crook, Sr.

Council Members

Christopher Wilkens

Susan Cicilline-Buonanno

Alisa Trainor Fleet

Town Manager

Grady E. Miller

Town Clerk

Anne M. Irons, CMC

Town Solicitor

Mark A. McSally, Esq.

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

APPROVAL OF [MINUTES](#):

- May 2, 2012 Regular Meeting
- May 2, 2012 Executive Session Meeting

[PRESENTATIONS:](#)

Presentation on the Comprehensive Annual Financial Report
for the year ended June 30, 2011

OPEN FORUM:

Please conduct yourself in an orderly and respectful fashion. The comments of citizens accessing this portion of our meeting are neither adopted nor endorsed by this body, but heard as requested.

PUBLIC HEARING/DECISION – 8:00 P.M.

A **[PUBLIC HEARING](#)** on a Petition to amend the Future Land Use Map of the Comprehensive Plan of the Town of Narragansett, to change the designation of Assessor's Map N-H, Lots 154-165, 167, 168 from Low Density Residential to Commercial.

A **[PUBLIC HEARING](#)** on a Petition to amend the Zoning Ordinance of the Town of Narragansett, to change the zoning classification of Lots 154-165, 167, 168 on Map N-H from R20 – Residential Moderate Density to B-A Limited Business.

CONSENT AGENDA:

All items listed on the Consent Agenda are considered to be routine or have been previously reviewed by the Town Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

1. A **MOTION** to APPROVE a Class F Alcoholic Beverage License for the Narragansett Lions Club on February 3, 2012 for a Fundraiser at the Community Center, subject to state and local regulations.
2. A **MOTION** to APPROVE a Class F-1 Alcoholic Beverage License to benefit the Village Co-Op Nursery School of Wakefield, RI on March 31, 2012 for a Silent Auction Fundraiser at the North Beach Clubhouse, subject to state and local regulations.
3. A **MOTION** to APPROVE the 13th Annual Katie DeCubellis Memorial 5K and Walk for Sunday, June 10, 2012, subject to state and local laws.
4. A **MOTION** to APPROVE the request from the Narragansett Running Association for their 8th Annual Super 5K Road Race to be held on February 5, 2012 from 12:00 p.m. to 4:00 pm., subject to state and local laws.
5. A **MOTION** to REFER a request from Robert & Sara Ferraro, Plat U, Lot 82, Point Judith Road, to the Sewer Policy Committee.
6. A **MOTION** to AWARD the bid for Plow Cutting Edges to the lowest bidder, Chemung Supply Corporation, at their quoted bid prices for a one-year period.
7. A **MOTION** to APPROVE the renewal of the annual contract for an Employee Assistance Program (EAP) with Resources International Employee Assistance Services (RIEAS), in the amount of \$3,528.00 annually and to authorize the Town Manager to sign the agreement after review by the Town Solicitor.
8. A **MOTION** to APPROVE/RATIFY/CONFIRM the emergency purchase of parts to repair the Fire Department's Engine 2 from Minuteman Trucks, Inc., in the amount of \$3,174.60.
9. A **MOTION** to APPROVE the purchase of replacement server equipment for Engineering/GIS from Dell Marketing, LP, in the amount of \$3,452.24, utilizing the State of Rhode Island Master Price Agreement.

OLD BUSINESS:

NEW BUSINESS:

10. A **MOTION** to APPROVE/REJECT a request from Gilbane Development Company on behalf of GP Pier Retail LLC for the approval of plans to renovate the exterior of Building B which would include new roof, siding and windows and to construct and install a clock tower.
11. A **MOTION** to ADOPT an Ordinance in Amendment of Chapter 731 of the Code of Ordinances of the Town of Narragansett, Rhode Island ENTITLED An Ordinance in Relation to Zoning.
12. A **MOTION** to AWARD the bid for a professional services contract for the Comprehensive Plan Update with Horsley Witten Group at their proposed price of \$94,968.00 and to authorize the Town Manager to sign the contract after review by the Town Solicitor.
13. A **MOTION** to APPOINT/REAPPOINT two individuals to the Historic District Commission to a three year term , which term will expire on January 1, 2015 and one member to a one year term, which term will expire on January 1, 2013.

REPORTS FROM TOWN MANAGER:

REPORTS FROM TOWN COUNCIL:

EXECUTIVE SESSION:

ADJOURNMENT:

Note: Documentation (if any) for items listed on this Agenda is available for public inspection, a minimum of 24 hours prior to the meeting, at any time during regular business hours at Town Clerk's Office, 25 Fifth Avenue, Narragansett, RI 02882. Interpreters for the hearing impaired can be made available at any meeting provided a request is received a minimum of three (3) business days prior to said meeting.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: _____

Amend No. _____

Date Prepared: January 12, 2012
Council Meeting Date January 17, 2012

TO: Grady E. Miller, Town Manager
FROM: Anne M. Irons, CMC Town Clerk
SUBJECT: Approval of Town Council Minutes

RECOMMENDATION:

That the Town Council approve minutes from the May 2, 2012 regular meeting and the May 2, 2012 executive session meeting.

SUMMARY:

Attached are minutes in accordance to state law. The minutes from the executive session meeting on May 2, 2011 were sealed.

TOWN CLERK USE ONLY:

Consent Agenda

Carry Over to Date: _____

Approved

Unfinished Business (Date heard previous: _____)

New Business

Public Hearing – No Action Taken

ORD. # _____ RES. #

LCON# _____ LIC. #

Action Date:

**NARRAGANSETT TOWN COUNCIL
REGULAR TOWN COUNCIL MEETING
MAY 2, 2011 MINUTES**

At a Regular Meeting of the Town Council of the Town of Narragansett held on Monday, May 2, 2011 at 7:30 p.m., at the Narragansett Town Hall.

Present Glenna M. Hagopian, President,

 David J. Crook, Sr., President Pro Tem

 Susan Cicilline-Buonanno, Member absent

 Alisa Trainor Fleet, Member

 Christopher Wilkens, Member

 Grady E. Miller, Town Manager

 Mark A. McSally, Town Solicitor

Glenna M. Hagopian, President calls the meeting to order and leads those in attendance in Pledging Allegiance to the Flag.

MOMENT OF SILENCE

Glenna Hagopian asked for a Moment of Silence for the following residents Ann Hoxsie, Raymond West and Joseph Frisella.

OPEN FORUM

Open Forum is now held and the following individuals address the Council, viz:

Richard Van Germeersch comments on an article he read in the Sunday Providence Journal regarding paintings of Governor William Sprague; He also asks that the council inquire about refurbishing the painting. He also comments that the painting of the William Sprague in the chambers should have a captioned under it listing his

name; Albert Alba questions if the state beach fees were going to be increased. He speaks on missing benches at the beach and believes they should be replaced; Stanley Wojciechowski comments on student rentals and notes that student rentals gave him his life as a student made his study late into the evening when he was attending URI. He remarks that only be 4 nuisances were reported last week and only 3 the week before. He comments that the students make the town vibrant; Belina Foster comments on the school system being the reason she lives in the community and to consider the budget; Bob Traegar thanks Grady Miller and David Crook for visiting Jerusalem. He showed a notebook he has compiled over the years regarding information on sewers in the area and notes that he also have five other notebooks; Joan Garceau speaks on the April 25 meeting regarding the school budget and comments that the Town Solicitor was not in attendance and wondered why and she hoped in the future someone from the Town Solicitor's office is in attendance; James O'Neill thanked the council for their dedication to town government and asked the council not to increase taxes for the residents of the town.

CONSENT AGENDA

David J. Crook, Sr. asked that #8 and #10 on the consent agenda be pulled and voted separately as he had questions on those two items.

Alisa Trainor Fleet moved, David J. Crook, Sr., seconded and it was so voted to pull items 8 and 10 from the consent vote.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,

Glenna M. Hagopian aye

ITEM 1

Velosum Inc. provides leading edge technology for parking ticket issuance and remittance, through their product “vCitePlus”. This technology utilizes a digital pen and paper for faster, more efficient data capture. Via blue-tooth communication, it is integrated with a camera phone to provide proof of infractions and uploads citations directly to the web. A fully hosted online platform decreases personnel time spent on payment and appeals. Lastly, Velosum provides back-end data management with customizable analytical reports. This product is meant to increase the Police Department’s productivity as well as reduce or eliminate the data entry of parking tickets. This initiative also allows for on-line payment and the potential to increase the collection of revenue for the town. In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, the Purchasing Agent, has determined this to be a sole source item. Funding is available in the Police Administration Operating Account, 01-511-0609, Equipment.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the agreement with Velosum for an electronic citation management, including the purchase of digital pens, used by the Police Department, in the amount of \$3,000.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,

Glenna M. Hagopian aye

ITEM 2

The Data 911 computers were purchased between 2007 and 2008. They are utilized 24 hours per day in the police cruisers. Purchasing the extended warranties is far less expensive than replacing the computer units. The cost to replace one Data 911 computer is approximately \$6,800.00 if not covered by the warranty. Data 911 is the manufacturer of the units. In accordance with the Town of Narragansett Code of Ordinances, Section 70-326 and Rhode Island General Laws, Chapter 55, Section 45-55-8, the Purchasing Agent, has determined this to be a sole source item. Funding is available in the Police Administration Operating Account, 01-511-0506, Equipment Maintenance/Repair.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the extended warranties for the Police department's data 911 computer terminals in the cruisers with Data 911, in the amount of \$2,577.00.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 3

The bid items consist of high-density polyethylene corrugated pipe, couplers, collars, fittings, elbows, flared end, pipe with sock, and end caps used by the Public Works Highway Division for repairs and maintenance. These items will be ordered by the Public Works Department on an as-needed basis. The one-year contract extension is

August 1, 2011 through July 31, 2012. The original request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Funding is available in the Highway Division Operating Account, 01-730-0509, Roadway Maintenance/Repair.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the contract extension for high density polyethylene corrugated pipe with E.J. Prescott Inc. at their quoted prices, for a one year period, with no changes in the contract terms.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 4

These Motor Vehicle abatements concern: (1) The vehicle was registered in another state for a portion of time in 2009. Sufficient evidence was provided to the Tax Assessor and an abatement for a portion of the 2010 tax bill will be abated.

The abatement process involves corrections that are found as a matter of our daily tasks. Our office, the motor vehicle owner, or the Department of Motor Vehicles may require a change to the motor vehicle upon review.

These Real Estate abatements concern: (2) A property was inadvertently assessed as having a fireplace in the dwelling. Upon inspection by the Tax Assessor, an adjustment to remove the extra feature from the assessed value was made. The abatement process involves corrections of errors that are found as a matter of our daily tasks. They may be

found by our office, or the property owner may have a property characteristic corrected upon an inspection. Many homes are not inspected during the reval process, and when an absent landlord finds an incorrect property characteristic, they schedule a complete inspection.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the list of motor vehicle abatements in the amount of \$34.15 and the list of Real Estate abatements in the amount of \$24.41.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,

Glenna M. Hagopian, aye

ITEM 5

A license is required under town ordinances to be open on a holiday and the license fee is \$50.00. Such licenses must be annually applied for and approved by the town council. Michael Comford Sr. has applied for a holiday license for Galilee Bait & Tackle, 2 State Street.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE a miscellaneous license application for Galilee Bait & Tackle, 2 State Street.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 6

A license is required under town ordinances to sell food. The license fee is \$50.00.

Such licenses must be annually applied for and approved by the Town Council.

Adventureland has applied for a victualling license to sell ice cream.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so

voted to APPROVE a miscellaneous license application for Kelen, Inc., d/b/a

Adventureland, 112 Point Judith Road, for a victualling license, subject to local and state regulations.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 7

As in accordance with Town Ordinance, Article II Permits and Licenses Generally-Section 14-26, town licenses expire on April 30th. The Town Clerk's office is in the process of renewing all the Miscellaneous License for 2011. No license will be renewed to any person that is currently in arrears in any town taxes, water liens or other assessments levied by the town in connection with the operation of the business.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the 2011 miscellaneous license renewal applications, subject to state and local regulations.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

ITEM 8

Police Car #14, a 2011 Ford Crown Victoria was involved in an accident causing significant damage to the front end center. Three price quotes were obtained from South County Collision Center, Inc., Coastline Collision, and Mike's Service Auto Body, Inc. Coastline Collision quoted the lowest net price of \$4,048.00 for repairs. Due to the emergency nature of the needed repairs, the Town Manager authorized waiver of soliciting bids and approved the emergency repair services from the vendor with the lowest quotation, Coastline Collision. Funding is available in the Fleet Maintenance Division Operating Account, 02-735-0504, Vehicle Maintenance/Repair. David Crook comments that he had questioned the Chief of Police if the insurance company was reimbursing the town and he was told that the insurance was paying 2500.00 He noted the was satisfied with that.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE/RATIFY/CONFIRM the emergency repairs to the damaged front center end of Police Car 14 from Coastline Collision in the amount of \$4,048.00.

Alisa Trainor Fleet aye, Christopher Wilkens, aye David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

ITEM 9

The Department of Public Works maintains approximately 43 rubbish containers at various sidewalks and other public locations in Galilee, the Pier and Jerusalem. During the off season, the receptacles are emptied by department staff. During the peak usage

period from early May to mid-October, the receptacles are emptied seven days a week by the selected contractor. In order to maintain a neat appearance, the contractor is required to pick up material on the ground in close proximity to the receptacles (10' radius) between 5 AM and 10 AM. There is also a provision that allows the Department of Public Works to add or delete containers at the contractor's quoted unit price. All refuse containers are provided by the Department of Public Works. The contractor is responsible for providing the service and disposal of all material collected in accordance with the contract requirements. The bid for year one from 5/9/11 through 10/16/11 is \$39,738.02 with a unit price for adding or deleting receptacles of \$5.74. The bid for year two from 5/7/12 through 10/14/12 is the same as year one. There is an optional extension for year 3, upon agreement by the Town and the awarded vendor. Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Seven vendors were solicited and only one responded. The Galilee Landing Fund Account, 43-883-0206, Solid Waste Disposal for the approximately 16 Galilee receptacles and the Highway Division Operating Account, 01-730-0206, Solid Waste Disposal for all of the other receptacles.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to AWARD the bid for rubbish removal for the Public Works Department to the sole bidder, Tidy Up, Inc. at their quoted prices for a two year period.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 10

This bid is for the purchase of Philips Lumec replacement fixture(s) and Philips Lumec light pole(s) (the installation will be completed by others). The awarded vendor must hold their unit prices for a six-month period. The Public Works Department will place an initial order to purchase new and replacement decorative street lights for Boon Street. Currently, four of the decorative light fixtures are damaged and need to be replaced. Also, the original plan for the Boon Street improvements provided for installation of additional decorative street lights on the segment between Perkins Avenue and South Pier Road. Additionally, one spare fixture and pole will be on hand to facilitate prompt repairs if any of the street lights are damaged in the future. Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Six vendors were solicited and five responded. Funding is available in the Highway Division Capital Projects Account, 20-730-7002, Pavement Management Program and Operating Account, 01-730-0509, Roadway Maintenance.

Alisa Trainor Fleet moved, David J. Crook, Sr. seconded and it is unanimously so voted to AWARD the bid for the purchase of replacement light fixtures and light poles to the lowest bidder, Standard Electric, at its quoted prices for a six month period.

David Crook questioned the number of the lights being purchased because that many were not broken and who was doing the repair. It was noted that 4 lights are damaged and the town is purchasing 4 fixtures to replace the damaged one and only one pole and

light fixture is being purchased for a spare. It is noted it is a six month contract after that the town would need to bid again. The Town's electrical contractor will be doing the working.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian aye

ITEM 11

These materials are used for various repairs and improvements to town roadways and storm drainage systems. The bid includes unit pricing for processed gravel, bank gravel, washed sand, washed crushed stone, and rip rap. The materials are ordered on an as-needed basis. The contract period is June 16, 2011 – June 15, 2012. Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Six vendors were solicited and three responded. Funding is available in the Highway Division Operating Account, 01-730-0509, Roadway Maintenance.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to AWARD the bid for road materials to the lowest bidder, South County Sand & Gravel Co., at their quoted bid prices for a one-year period.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

ITEM 12

On November 15, 2011, the Town Council approved a proposal for engineering services related to a preliminary assessment of potential lead paint impacts at the Kinney Avenue Water Tank from C&E Engineering. That work has been completed and filed with the State Department of Environmental Management (RIDEM), and RIDEM has issued a formal Letter of Responsibility (LOR) accordingly. The LOR acknowledges the presence of lead paint at the site, and requires us to develop a Site Investigation Report (SIR) (including a Site Investigation Work Plan) to include specific site sampling and analysis, quantification of lead present, and remediation alternatives. This work must be completed before we can implement any actual lead removal activities. All of this work is a necessary pre-requisite for the proposed re-painting of this tank. Funding is available within the Water Enterprise Fund Capital Projects Account, 30-741-0652, Water Tank Rehabilitation.

Christopher Wilkens moved, David J. Crook, Sr., seconded and it is unanimously so voted to APPROVE a contract amendment with C & E Engineering for the preliminary assessment of lead paint impacts at the Kinney Avenue Water Tank, in the amount of \$25,350.00.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,

Glenna M. Hagopian aye

NEW BUSINESS

ITEM 13

The safe transportation of school children is a major priority of the School Department. Under state law, vehicles are required to stop when school buses have their stop signs displayed so that children can safely enter or exit school buses. Unfortunately, there are a number of motorists who ignore the stop signs when buses are stopped. While the Police Department will issue citations for those people they observe violating the law, with all of the buses making their rounds each morning and afternoon, it is difficult for the Police Department to actively enforce this throughout the town.

In addressing this concern, the Narragansett School Department and Narragansett Police Department have been found a solution that will help enforce the law. A company named Smart Bus Live provides a camera system that will photograph vehicles when motorists do not stop for the buses. Police Chief Dean Hoxsie supports the new system. The School Committee approved the award of a contract to Smart Bus Live at its meeting on April 13, 2011, subject to final Town Council approval.

Town Solicitor Mark McSally has reviewed the contract and made changes to it. According to the contract, the company will install bus cameras at no cost to the town or school department. The company will receive a portion of the ticket revenue to offset the cost of purchasing/installing cameras and operating the system. The Police Department will review all of the photographs taken with the system to ensure that the photos match the information on the vehicle registration before mailing the tickets to owners of the vehicles. Since the new system will not cost the town money and will improve traffic safety, The Town Manager is recommending participation in the bus

camera plan. Alisa Trainor Fleet questioned who was paying for the cameras. She was told that there was no cost the school department would be sharing of the revenue.

David J. Crook, Sr. moved, Alisa Trainor Fleet seconded and it is unanimously so voted to AWARD a contract to SmartBus Live for the installation of cameras on school buses.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian aye

ITEM 14

This bid was for the reconstruction of the roads in the Great Island area. A map of the area showing the roads to be reconstructed is attached. T. Miozzi, Inc. offered the low bid for the complete project, at \$238,958.30. The Town is familiar with this company's work – they have provided paving services to us in the past and we have been satisfied with the quality of the finished product. The Town has received "Roadway Investment – Local Equity Aid Project" (RI-LEAP) funding from RIDOT in the amount of \$250,000.00 for this project. This grant will cover the bid price, and will allow for a 4.6% contingency for adjustments in final quantities as the work progresses. The Town (between Public Works and Engineering) will have to commit considerable staff time for on-site project supervision and verification of daily quantities, as this small contingency does not allow for us to retain a third party inspector. Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Nine vendors picked up the specifications and

six responded. Funding is available in the RI-LEAP grant account (\$250,000.00 available).

Alisa Trainor Fleet moved, David J. Crook, Sr. seconded and it is unanimously so voted to AWARD the bid for the Great Island Road Reconstruction Project to the lowest bidder, T. Miozzi Inc., in the amount of \$238,958.30.

David Crook questioned what the organization was that the money was coming from.

Grady Miller explained that the grant was from the Department of Transportation.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,

Glenna M. Hagopian, aye

ITEM 15

The Town and its architect, Peter Borgemeister, AIA, completed an exhaustive conditions survey of the Public Safety Building Roof and related mechanical and structural elements. From that work, a detailed set of plans and specifications were created, advertised, and bid. It is important to note that this project has “grown” to include more than just a typical roof covering replacement. The flat roof portion of the building will be reconstructed at a pitch, which also involves relocating a number of windows that would be too low after the roof section has been raised. The HVAC equipment on that flat roof must be removed, stored securely, and then re-installed. One (1) of the major HVAC units is beyond saving, and will be replaced. Duct work and controls improvements and upgrades will be made as well. Structural bracing will be provided for with the attic spaced to meet all new code requirements. Finally, the

entire roof surface will be removed and replaced. The Engineering Department will provide project management services for this work.

Request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Fourteen vendors picked up the specifications and five responded. Funding is available in the Police Administration Capital Projects Account, 20-511-7025, Building Repairs/Rehab.

Christopher Wilkens asked to hold off or reject all bids noting that Abcore had quoted for \$126,000 and now this bid is \$272,000. Grady E. Miller noted that he had spoken to Keith Lescarbeau of Abcore and that more has been added since the last bid request. Christopher Wilkens moved, David Crook seconded and it was so voted to table Item 16 to the end of the meeting.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

PUBLIC HEARING

SCHEDULE PUBLIC HEARING ON LIQUOR LICENSE expansion

PLAT NH LOT 268

David Durigan, President of Twin Willows is requesting to install a bar on the outside deck with seating for eight (8) at the bar. According to the Town's liquor rules and regulations any request for expansion of service will be heard at a public hearing. A public hearing needs to be scheduled to take any action on the request.

Alisa Trainor Fleet moved, David J. Crook seconded and it is unanimously so voted to SCHEDULE a PUBLIC HEARING on an expansion of service of a Class BV liquor license to June 6, 2011 at 8:00 p.m.

Alisa Trainor Fleet aye Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

PUBLIC HEARING

SCHEDULE PUBLIC HEARING ON LIQUOR LICENSE TRANSFER

IG LOT 243

Patricia Stamps operator/president of Pirate Girl Seafood Inc. has requested that the liquor license she holds be transferred to 33 State Street Inc. d/b/a THE RIGHT TERN. In order to transfer the business under a new owner it is necessary to advertise and hold a public hearing.

David J. Crook, Sr. moved, Christopher Wilkens seconded and it is so voted to SCHEDULE a PUBLIC HEARING on the Transfer of a Liquor License from Patricia Stamps, President, Pirate Girl Seafood Inc. to President Frances W. Blount, Jr. 33 State Street, Inc. d/b/a THE RIGHT TERN to June 6, 2011 at 8:00 p.m.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian, aye

SCHEDULE PUBLIC HEARING ON LIQUOR LICENSE TRANSFER

PLAT L LOT 000319

Jeff Cruff operator/president of Cheeky Monkey-Narragansett has requested that the liquor license he holds be transferred to SoHo Restaurant d/b/a SoHo Restaurant, LLC.

In order to transfer the business under a new owner it is necessary to advertise and hold a public hearing.

David J. Crook, Sr. moved, Alisa Trainor Fleet and it is unanimously so voted to SCHEDULE a PUBLIC HEARING on a Transfer of a Liquor License from Jeff Cuff, President, Cheeky Monkey Narragansett d/b/a Cheeky Monkey to Alyssa Delfarno, President SoHo Restaurante, d/b/a SoHo Restaurante, LLC TO June 6, 2011 at 8:00 p.m.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian aye

PUBLIC HEARING SCHEDULE CDBG 2011

On April 19, 2011, the Planning Board took under consideration fourteen (14) requests for funding of CDBG projects totaling of \$264,364. As in the past, the Town of Narragansett is limited by the State to a request of not more than \$250,000 in total.

The Planning Board heard testimony from several applicants and the public and deliberated on their requests. A number of revisions were made to meet the State imposed \$250,000 limit. The Planning Board voted to recommend APPROVAL of the requests totaling \$264,364.00.

PUBLIC HEARING ON 2011-2012 BUDGET

Each year, the Town undertakes a comprehensive program to develop a balanced budget. The annual budget serves as the major policy and financial planning tool of the Town, detailing how resources will be allocated, and how the Town Council's priorities can best be addressed. For FY 2012, the proposed General Fund budget totals \$51,674,228, an increase of \$2,022,170 or 4.1 percent over the approved budget of \$49,305,738 in FY 2011. This includes a recommended appropriation of \$24,777,345 for the school department which is \$500,000 more than in the FY 2011 approved budget. The total of all of the Operating Budgets is \$72,549,613 which is an increase of \$5,880,430 from FY 2011 projected expenses of \$66,669,479, or 8.82%. The Operating Budgets include the General Fund, Water Fund, Wastewater Fund, Beach Fund, Vehicle Maintenance, Debt Service, Capital Projects, Library, Kinney Bungalow, Sunset Farm, The Towers, Galilee Landing Fund, Pensions and the Other Post Employment Benefits budgets. Part of the reason for such a large increase is due to capital projects that were funded in FY 2011 but for which work had not been completed. The balances of these projects were allowed to lapse to the fund balance and staff is requesting the Town Council to re-appropriate the funding in the FY 2012 budget. The budget includes investments in various capital improvements and non-capitalized maintenance for the Town. Based on an opinion from the town's auditing firm, the town is now budgeting separately for projects in FY 2012 that would have been previously classified as capital improvement projects.

Overall, the budget contains \$929,000 in the General Fund for capital equipment/capital improvements and \$1,191,350 for maintenance/non-capitalized projects.

Grady E. Miller, Town Manager addresses the council on the proposed budget and reviews the town budget noting the loss of Two Million Dollars in state aid for the school and town, increased costs for pensions and the state budget being in a deficit, the costs of unfunded mandates. He speaks on reductions noting 5 positions are not being funded, 2 in police, 1 in the clerk's office, 1 in the community development and 1 in public works. He notes the hiring freeze is still in effect. Operating budgets had been cut in previous years of 10% and there were no increases in the operating budget except contract obligations. He notes the budget is 72 Million Dollars. He speaks on a fire study, survey residents on town services, evaluate reconstruction of streets, implement and Economic Development Plan, conduct a water and wastewater rate analysis, painting of town water tanks, remote pumping station, new façade and reconstruction of the North Beach Pavilion. He speaks on a grants coordinator and a beach manager.

Grady Miller notes currently the tax rate is \$8.86 and if the budget is adopted with a 4.25% increase it would be an increase of \$136.00 to a \$400,000 piece of resident real estate property and commercial property would be an increase of \$240,000. He noted the beach fees would be increased and a 40% in water cost and no increase to the cars tax. Glenna Hagopian comments that the council received the budget last week and would be reviewing further and would revisit the 4.25% proposed increased and believes there would be more reductions to the budget.

The following individuals were sworn in and spoke on the proposed budget:

Residents Richard VanGermeersch, Al Alba, Stanley Wojciechowski, Meg Rogers,
Robert Palumbo, Patrick Cavanaugh, Phil Duquette, Carol Stuart, Joan Garceau and
Taxpayer Robert Traeger

David J. Crook moved Alisa Trainor Fleet seconded and it was so voted to close the
public hearing.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M.
Hagopian aye

ITEM 15 CONTINUED

Christopher Wilkens notes that when the roof first went out to bid it came back for a cost
of \$126,000 and the council asked to have it rebid and now the cost is \$272,000.00.

It was noted that Abcore did not bid on the work the second time as Abcore did in fact
do the bid specifications for the work. The council holds a lengthy discussion on the
roof project. Christopher Wilkens comments that he wants to know if Abcore would be
available this spring and what would his hard cost be with these specifications.

David J. Crook, Sr. moved, Christopher seconded and it is so voted to CONTINUE the
AWARD for the bid for the public safety building roof replacement and related work to
the lowest bidder, Martone Service Company, Inc. in the amount of \$272,000.00 to next
meeting for staff to review with Abcore for availability and pricing under his contract.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian aye

ITEM 16

On February 24, 2011, one of the DPW's large dump trucks accidentally struck the fuel island canopy at the Westmoreland Street DPW site. The canopy provides weather protection for the fuel pumps and dispensing equipment, and houses the required fire suppression system and lights. The canopy was damaged beyond repair, and was disassembled that same day to prevent potential damage to the fuel pumps and storage tanks. Acting in concert with our insurer, the RI Interlocal Risk Management Trust, we obtained written quotes from the two (2) principal fuel canopy erection companies in this area; Trask Petroleum Equipment Co. (\$78,390.00) and RI Hydraulics Co., Inc. (\$74,150.00). The Trust has authorized the Town to proceed with RI Hydraulics Co., Inc. and will reimburse us for this work under our property insurance policy (less the standard \$2,500.00 policy deductible). Funding for the deductible is available in the Fleet Maintenance Division Capital Projects Account, 20-735-7012, Fuel Tanks and Systems. Grady E. Miller notes that the cost to the town is the \$2500.00 deductible.

Christopher Wilkens moved, David J. Crook, Sr. seconded and it is unanimously so voted to APPROVE the purchase of a replacement fuel island canopy and fire suppression system from Rhode Island Hydraulics Co., Inc. in the amount of \$74,150.00.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 17

A license is required under town ordinances to sell food and to operate a rooming house. Such licenses must be annually applied for and approved by the Town Council.

Selena & Bob Lavoie have applied for a rooming house license at 83 Narragansett Avenue. As in accordance with Town Ordinance 14-462 License (2), the Chief of Police and the Building Inspector shall make an independent investigation and report thereon to the town council. A report was submitted by both departments.

Selena Lavoie notes that there are 7 rooms and the seating capacity for the restaurant is 50-60 and 20 parking spaces are available in the back. She also notes that she does not plan on having a late night crowd. Resident Linda Larkin speaks. Selina Lavoie also notes that she would like to amend the name to Sabo Inc. d/b/a Grinnell Inn. Mark McSally asked that she amend the original license on file.

Alisa Trainor Fleet moved, Christopher Wilkens seconded and it is unanimously so voted to APPROVE a miscellaneous license application for Sabo, Inc. d/b/a Grinnell Inn, 83 Narragansett Avenue, for a victualling and a rooming house license, subject to local and state regulations.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye

ITEM 18

Selena and Bob Lavoie d/b/a Grinnell Inn have petitioned the town council to increase the number of liquor licenses in Narragansett in order to sell liquor at the rooming house and restaurant they plan on opening in Town.

Mark McSally noted that they would need a special use permit from the Zoning Board before they could apply for a liquor license and believed they were premature in asking for the liquor license as they need the approval from the Zoning Board. Mark McSally noted that no one applied when the council advertised earlier in the year so there would be no reason to advertise at this time.

David J. Crook, Sr. moved, Christopher Wilkens seconded and it is unanimously so voted to table the request to increase the number of liquor licenses in the Town of Narragansett and direct the Town Clerk to advertise.

Alisa Trainor Fleet, aye Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian aye

ITEM 19

As in accordance with Town Ordinance, Article XI. Peddlers, Solicitors and Itinerant Vendors, no person shall sell on any of the streets of Narragansett unless a license is granted by the Town Council and issued by the Town Clerk The Town Clerk's office is in the process of renewing all the Peddlers and Solider and Sailors License for 2011.

David J. Crook, Sr. moved, Alisa Trainor Fleet seconded and it is unanimously so voted to APPROVE the 2011 Peddlers and Soldiers and Sailors License renewal applications, subject to state and local regulations.

Alisa Trainor Fleet, aye Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna M. Hagopian aye

Council Member Buonanno has asked the town council to CONSIDER an ordinance amendment adjusting the number of licenses issued and an adjustment of fee for 2012.

The council discusses holding the consideration of amending the ordinance by increasing the number and increasing the fee until Susan Buonanno is available.

Residents Linda Larkin and Carl Stuart speak.

David Crook moved, Christopher Wilkens seconded and it so voted to continue the motion to amend the peddlers license ordinance.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye Glenna M.

Hagopian aye

ITEM 20

Last September residents approached Councilmember Chris Wilkens and me **regarding** problems that they were experiencing with parking on Narragansett Avenue. **Both** residents have been long-time residents who have observed visitors discarding trash on the curb and in the street. The residents also pointed out that they often have difficulty having house guests to their homes during the summer time because a number of people park on Narragansett Avenue and walk to the beach. They also experience noise and nuisance issues after 11:00 p.m. due to loud parties at nearby rental properties.

Due to the concerns that were reported, staff sent out a letter and survey to property owners who live on Narragansett Avenue and other nearby streets. The letter stated that neighbors had reported problems with parking on Narragansett Avenue and asked for feedback on possible solutions. The feedback received indicated just as many people wanted to maintain the status quo as those who wanted a viable solution. Of the viable

solutions suggested, a plurality of people preferred the permit parking and no overnight parking. Since only a small number of surveys were returned, staff held a public meeting on March 9, 2011 to determine the level of support for making parking changes. During the meeting, the deputy police chief, town engineer, and I talked about the various options for the residents to consider. While most of the people at the meeting supported permit parking during the summer months and no parking from the hours of 11:00 p.m. to 7:00 a.m. (except by permit), the participant turnout was too low to implement such a major change without receiving more input from property owners on Narragansett Avenue.

On March 18, 2011 a letter was sent to all property owners of properties on Narragansett. The letters explained the background information and the outcome from the public meeting. The letters requested the property owners to return a form to indicate a "Yes" in favor of permit parking or "No" opposed to permit parking by April 1, 2011. Based on a response from 25 out of 40 property owners, 14 were in favor of the proposed parking permit change while 11 were opposed. The town has heard from the Department of Transportation regarding this proposed parking change and the agency supports the town making the change.

In order to proceed at this point, staff is recommending that the Council review and discuss the parking proposal at the May 2, 2011 Town Council meeting. The parking proposal consists of restricted permit parking for Narragansett Avenue residents only during the summer months and no overnight parking after 11:00 p.m. The businesses on Narragansett Avenue will have one hour parking. If the Town Council wishes to

proceed with implementation of the parking changes, then the Town Council will direct staff to draft an ordinance for Council adoption that contains the Council recommendations. Grady E. Miller recaps and summarizes the proposal. He also notes that residents from Atlantic Avenue have also requested to be included in the change. Christopher Wilkens recuses as he is a resident of Narragansett. Residents Mr. Churnick, Lynn Notatorannio and Linda Larkin speak.

David J. Crook, Sr. moved, Alisa Trainor Fleet seconded and it is so voted to APPROVE proposed parking changes to Narragansett Avenue and DIRECT staff to draft an ordinance for Council adoption to implement changes.

Alisa Trainor Fleet aye, David J. Crook, Sr. aye, Glenna M. Hagopian, aye
Christopher Wilkens recused.

ITEM 21

Members Susan Brouillette and Thomas Mann have been contacted and wish to be reappointed to the Conservation Commission and Tree Board. There are no new applications on file.

Alisa Trainor Fleet moved, David J. Crook, Sr. seconded and it so voted to REAPPOINT Susan Brouillette and Thomas Mann to three year terms for the Conservation Commission/Tree Board, with terms that expire April 30, 2014. Alisa Trainor Fleet aye, David J. Crook, Sr. aye, Christopher Wilkens aye, Glenna M. Hagopian, aye

TOWN MANAGER'S REPORT

Jeffrey Ceasrine, Town Engineer speaks on the proposal received from the State Department of Transportation (RIDOT) of the preliminary (30% level) plans for the proposed reconfiguration of the Dillon Rotary. Basically, RIDOT is proposing to reconstruct the rotary as a “roundabout” design; a smaller footprint with smaller curve radii (encouraging lower speeds) and a dedicated southbound (Rte. 108) bypass for Point Judith-bound traffic. There are traffic and aesthetic issues at stake; the Dillon Rotary is a very busy interchange, and is also an iconic symbol for one of the main entrances to the Town. RIDOT has indicated a willingness to meet.

Grady E. Miller, Town Manager gives a REPORT on the Federal Government Economic Development Visit and Assessment of Galilee that is scheduled for May 9-11, 2011.

EXECUTIVE SESSION

David Crook moved, Christopher Wilkens seconded and it so voted by roll call vote TO RETIRE to Executive Session of the Town Council at the end of the May 2, 2011. Town Council meeting to discuss collecting bargaining Fire - (Local 1589) and Middle Management - (Local 1033) and Local 1179 AFSCME, AFLO-CIO 94 in accordance with RI General Laws 42-46-5 (a) (2) and to appoint Mark A. McSally as Clerk Pro Tem.

Alisa Trainor Fleet aye, Christopher Wilkens aye, David J. Crook, Sr. aye,
Glenna Hagopian aye

ADJOURNMENT:

The meeting adjourns at 11:00 p. m.

ATTEST:



Anne M. Irons, CMC
Council Clerk

MINUTES ACCEPTED AS
PRESENTED/AMENDED

Anne M. Irons, CMC
Council Clerk

A digital format is on file for a complete account of the council meeting.

Town of Narragansett FY 2011-12 Proposed Budget

Challenges for FY 2012

- Town faced \$1.8 million shortfall for next year
- Continued loss of \$2 million in state aid for town and school department
- Rising pension/benefit costs for retirees and employees
- State budget situation
- Unfunded mandates from State and Feds
- State imposed MAST program requires town to begin fully paying ARC for pension plan – another \$1.8 million over current pension contributions by town
- Change in rate of return for state pension system will impact contribution costs for teacher pension in FY 13 and beyond

Budget Reduction Measures

- No funding for 5 positions (plus benefits) in FY 12
 - 2 in Police
 - 1 in Clerk's Office
 - 1 in Community Development
 - 1 in Public Works
- Hiring freeze (except essential personnel)
- Operating budgets cut by 5 percent in each of the past two years – these cuts are continuing
- ESCO project will help town and school department save money on energy costs
- A number of departments have found creative ways to reduce costs without negatively impacting service levels

FY 2011-12 Budget Summary

General Fund
Capital Projects

Major Maintenance
School Department Transfer
Debt Service
Water Enterprise
Wastewater Enterprise
Beach Enterprise

All Operating/Capital Budgets

<u>FY 2011</u>	<u>FY 2012</u>
\$49,622,082	\$51,674,228
\$1,318,478	\$929,000
\$0	\$1,191,350
\$24,277,345	\$24,777,345
\$2,555,330	\$2,520,201
\$2,426,290	\$3,060,818
\$4,554,846	\$5,780,407
<u>\$1,305,546</u>	<u>\$2,397,592</u>
 \$66,669,479	 \$72,549,613

Major Initiatives for FY 2012

- Analyze town pension and other post employment benefits (OPEB) to identify ways to reduce costs & maintain commitments
- Survey residents about their satisfaction of town services and their prioritization of town services
- Fire and rescue study to evaluate cost-benefit of service alternatives
- Evaluate street reconstruction costs and prioritization

Major Initiatives for FY 2012

- Implement economic development plan
- Initiate cost of town service study
- Conduct water and wastewater rate analyses

- Establish major maintenance/non-capitalized account for projects that are not considered capital improvements
- Conduct classification and compensation study to evaluate employee pay and benefits as it relates to market

FY 2012 Major Capital Projects

Water Storage Facilities – \$585,000 for painting the exterior of Kinney Avenue water storage tank and \$345,000 for painting the exterior of the North End water storage tank.

Wastewater Facilities – \$1,300,000 for remote pumping stations and \$100,000 for updated equipment at Scarborough Wastewater Treatment Plant.

Town Hall - \$140,000 for heating and ventilation to provide consistent temperature control and to reduce mold problems resulting from poor air circulation.

North Pavilion Project –\$1.8 million for a new facade, new roof, new decking, newly built and configured restrooms, new changing rooms, additional structural support, and other improvements. The facility will essentially be a new facility open in time next year for the 2012 beach season.

Proposed New Positions for FY 2012

Grants Coordinator – offset by grant revenue

Beach Manager – offset by beach fees

Proposed Property Tax Levy Increase

Current residential rate:

\$8.86 per \$1,000 of assessed valuation

\$400,000 home cost is \$3,544 annually

Proposed residential rate:

\$9.20 per thousand of assessed valuation

\$400,000 home cost is \$3,680 annually

An increase of \$136

Proposed Property Tax Levy Increase

Current commercial rate:

\$13.20 per \$1,000 of assessed valuation

\$400,000 commercial property cost is \$5,280

Proposed commercial rate:

\$13.80 per thousand of assessed valuation

\$400,000 commercial property cost is \$5,520

An increase of \$240 annually

Proposed Motor Vehicle Tax

- No Change
- Exemption for first \$6,000 of vehicle value no tax

Questions and Answers

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: _____

Amend No. _____

Date Prepared: January 9, 2011
Council Meeting Date: January 21, 2011

TO: Grady Miller, Town Manager

FROM: Michael DeLuca, Community Development Director

SUBJECT: Continued Public Hearings – Request from Raymond J. Giusti and Matthew Bodziony to Amend the Comprehensive Plan Land Use Map and the Zoning Map

RECOMMENDATION:

That the Town Council CONTINUE THE PUBLIC HEARINGS on a Petition from Raymond Giusti and Matthew Bodziony to amend the Comprehensive Plan Land Use Map to change the classification of Lots 154-165, 167, 168 on Assessor's Plat "N-H" from "Residential – Low Density" to "Commercial" and to Amend the Zoning Map to change the Zoning District classification of Assessor's Map N-H, Lots 154-1165, 167, 168 from R20 – Residential Moderate Density to B-A Limited Business from Raymond J. Giusti and Matthew Bodziony.

SUMMARY:

On January 4, 2012, the Planning Board held a special meeting to consider the request of the Town Council to provide further definition on recommended future uses of the site in question or more specificity that not jeopardize the area in the future.

Staff reviewed the history of development in this area as well as the intention of the Special District to the Planning Board in the attached report.

The Board discussed the request of the Town Council in light of the staff report and received comment from the public. Specific discussion centered on the limitation of uses, limited vehicular access from Emery Street and buffering. Upon review of all testimony, documents and public comment the Planning Board voted to send the attached advisory comment to the Town Council to aid in their deliberations relative to this petition.

TOWN CLERK USE ONLY:

Consent Agenda

Carry Over to Date: _____

Approved

Unfinished Business (Date heard previous: _____)

New Business

Public Hearing – No Action Taken

ORD. # _____ RES. # _____

LCON# _____ LIC. # _____

Action Date: _____

ATTACHMENTS:

1. Staff Report – Bonnet Special Planning District
2. BSPD – Land use Map & Zoning Map
3. Planning Board Memorandum dated January 9, 2012

Bonnet Special Planning District

- Analysis of Land Use and Zoning

Objective:

This report provides an explanation of the purpose of the Bonnet Special Planning District, (BSPD), to assist the Town Council in deliberating on a matter pertaining to changing the Land Use designation and Zoning of properties at 922 Boston Neck Road.

BSPD Boundaries and Area:

The BSPD is made up of all the properties fronting on Boston Neck Road from the Bonnet Shores Road intersection in the north to the Twin Willows Restaurant in the south. There are a total of 56 parcels that make up this district. The attached maps Future land Use and Zoning District Maps illustrate the BSPD land uses and zoning as they were in 2005. When reviewing these maps it is important to understand that the Land Use (LU), maps may describe more than one use of land if a parcel is large enough for them to be differentiated or if multiple uses were documented at the time they were mapped. The natural areas shown on portions of several lots indicate undeveloped space but neither imply that the area is unbuildable, nor that it is undividable into two or more separate building lots. The zoning maps are more predictable because the lots are designated to a single zone. The two tables below provide an aggregate statistical analysis of the land use makeup and zoning designations of these 56 parcels respectively.

Future Land Use	Number of Parcels
High Density Residential	15 (27%)
High/Medium Density Residential	3 (5%)
Medium Density Residential	1 (2%)
Low Density Residential	5 (9%)
Multifamily	2 (4%)
High Density Residential/Commercial	1 (2%)
Multifamily/Commercial	1 (2%)
Commercial	25 (45%)
Commercial/Wetland/Forest	3 (5%)
Total	56 (100%)

Zoning District	Number of Parcels
R-10	13 (23%)
R-20	18 (32%)
R-40	3 (5%)
B-A	10 (18%)
B-B	12 (21%)
Total	56 (100)

There are several noteworthy statistics to consider in this area. Over 60% of the lots are zoned residential while just 50% of them support housing. Conversely 30 lots support commercial uses but only 22 are zoned commercial. This fact is reflected in ten(10) mismatches of land use and zoning as shown below:

LAND USE/ZONING MISMATCHES IN THE BONNET SPECIAL PLANNING DISTRICT

Loc.	Address	Lot Number	Area	Current Use	LU Designation	Zoning
West	922	NH/154-167	20,000	SFD	Low –D Res	R-20
Side	960	NH/293	6,500	Prof Office	Comm.	R-20
	954	NH/170	10,800	SFD	Comm.	R-20
	950	NH/170-A	9,600	SFD	Comm.	R-20
	944	NH/134	9,200	Restaurant	Comm.	R-20
	914	NH/150	20,000	SFD	Multi –Family	R-20
East	964	NR/1124	15,200	Liquor Store	Comm.	R-10
Side	961	NH/300A	8,500	Pizza Shop	Comm.	R-10
	939	NH/173A	10,400	SFD	Residential	BA
	965	NH/268	100,700	Twin willows	Comm.	R-10

Some of the properties are mismatched between actual use and future LU designation. Others are mismatched between future LU designation and zoning. It is important to understand that the LU designation of a parcel provides the basis for the Town's authorization of allowed uses regulated through zoning. In the case of the above mismatches the Town never followed through on rezoning the lots in question when the LU designation was established in 1994. This task was specified in the 1988 state planning law but no regulatory penalties were ever established.

Past rulings on Non-conforming properties in the BSPD

Of the 10 mismatched properties located in the Bonnet Special Planning District, four (4) have received some form of relief from the Zoning Board of Review in the past 30 years.

- a. The restaurant located at 944 Boston Neck Road received approval in 1997 for a beer & wine license.
- b. The property at 964 Boston Neck Road was approved for a liquor store in 1982; previously being designated for commercial office space.
- c. The pizza shop located at 961 Boston Neck Road which goes back to the early 1970's (or before), was granted approval for storage space expansion in 1991 and approved for a beer & wine license in 1997.
- d. The Twin Willows, located at 865 Boston Neck Road received a variance to construct a 16X20 addition to the kitchen in 1991.

In all cases, the Board found that granting of the requested relief will:

comply with all applicable requirements for development and performance standards; will be in harmony with the general purpose and intent of the zoning ordinance; will substantially serve the public welfare and will not create conditions inimical to the public health, safety, morals and general welfare of the Town.

History of Zoning on the BNR Corridor

Boston Neck Road serves as the primary arterial corridor for the entire north end of Town. As such, the roadway has also provided the best location for commercial business development serving the residents of the community. A search of past zoning maps for this area buttresses this point. For this report, staff has provided mapping of this corridor for three snapshots in time: 1951, 1972 and 1998 (current zoning). In the period prior to 1970 the Town's zoning was based on six classifications AA, A, B, C, D, E. In this era any use allowed in a lesser intensity zone was allowed by right in a greater intensity zone. The AA, A, B and C zones were all designated for residential use. The Residence AA and A districts allowed single family dwellings, hotels, farms, nursery, truck gardens, country estates, churches, schools, colleges, libraries, museums, golf courses, polo grounds private clubs, philanthropic institutions, water supply reservoirs, parks, playgrounds, bathing beaches, athletic fields, governments buildings and telephone exchanges. The B Residence zone allowed all those allowed in Zone AA and Zone A, plus 2-family dwellings, boarding houses, rooming houses and motels. The C Residence Zone added apartment houses.

Zones D & E were commercial zones. The Commercial D- Zone allowed all uses in the residence zones plus retail stores, banks, offices, studios, mortuaries, shops for custom work, restaurants, garages, filling stations, rail or bus stations, post offices, telegraph offices, commercial bath houses or beaches, commercial hot-houses, docks, wharfs, motor vehicle sales, printing plants, electric substations, theaters, assembly halls, billiards and pool rooms, bowling alleys, commercial recreational uses and commercial billboards. The Commercial E – Zone added motor vehicle repair, penal institutions, hospitals, sanitariums, crematories, hand laundries, wholesale businesses, cold storage plants, ice, ice cream manufacturing, and bottling works.

The attached map from 1951 has been highlighted to identify the Commercial – D zones in the Boston Neck Road corridor. Staff has added the perimeter of the BSPD for context. (It was not identified at that time).

By 1972 the Town Zoning Ordinance was re-written to eliminate the progressive classification format to be replaced by the one in use today. Residential zones are now differentiated by density (R-10, R-20 etc) and exclude all but the lowest impact commercial uses. Commercial zones, now designated B-A, B-B & B-C likewise exclude residential uses unless grandfathered. As can be seen on the 1972 map the area designated for commercial development was significantly reduced in area from Bonnet Shores

Road south. By contrast, the commercial area north of Clara Lane was expanded by a factor of 10 or more.

It is staff's opinion that the intent of these two notable changes in commercial target areas resulted from the Town's interest in creating two distinct commercial nodes of development to replace the emerging strip commercial that had grown over the years. Given the nearly 700% population increase from 1950 to present (1950 pop = 2,288, 2010 pop = 15,864), commercial development within these zones has been expected to expand accordingly. It is important to note that no specific regulation limiting commercial use to one side of Boston Neck Road or the other has been in use in the last half century.

Special District Planning in General:

Special District zones have been used widely in Narragansett and elsewhere to address areas either possessing unique natural characteristics or to provide specially tailored regulatory mechanisms to address a problem created by man's activities over time. The purposes of each of these ordinances is founded in the Town's Comprehensive Plan.

In regard to location, the Comprehensive Plan targets six areas as appropriate: the Pier area, URI Bay Campus, Walts Way, Salt Pond Shopping Center, Galilee and, notably, ***"the small neighborhood business areas in the north and south ends."*** The Future Land Use Map more specifically designates Special Planning Districts as follows:

- a. Bay Campus Special Planning District
- b. Bonnet Special Planning District
- c. Pier Special Planning District
- d. Boon Street Special Planning District
- e. Woodruff Special Planning District
- f. Knowles Way Special Planning District
- g. Breakwater Village Special Planning District
- h. Galilee / Jerusalem Special Planning District

The urban renewal area in the Pier Village has a master plan for use that was drafted in 1972 and on which its special zoning is based. Galilee has a similar plan, drafted in year 2000. Currently Narragansett employs special district zoning regulations for Galilee, Pier Village and Breakwater Village.

The 1994 Plan expands the thought by enacting a policy to:

"Adopt special planning districts for the purpose of improving existing conditions and assuring continued growth beneficial to the public in the following commercial / industrial districts.

6. Bonnet Point / Boston Neck Road commercial areas " (emphasis added)

Special Planning Districts in other Communities.

Staff has reviewed the comprehensive plans from six (6) communities in RI with similarities to Narragansett. These included Barrington, Bristol, Charlestown, Hopkinton, North Kingstown and Tiverton. These towns were selected for review due to their population make-up and/or similar community geography related to commercial centers.

Barrington is proposing creation of one or more village centers which would be encouraged via certain changes in their “neighborhood business zones”. They intend to evaluate their zoning strategies to promote a cohesive retail environment.

Bristol has identified a special “planning area” in the Mount Hope section of Town. This area is targeted for several special studies to develop neighborhood capability standards. Another area of Bristol given special attention is the Metacom Avenue commercial corridor. In Land Use Action 17 the Town of Bristol projects the adoption of the Metacom Avenue Corridor Management Plan which would include a new mixed-use zone for certain sections to be complemented by high density residential zoning as a transition between the mixed-use areas and adjacent single family zones.

Charlestown’s Plan incorporates a mixed-use zoning overlay intended to encourage small scale businesses and residential uses consistent with the historic and pedestrian scale that exists in the target area of Charlestown Village. The intent of the overlay zone would be to facilitate diversity of housing and commercial uses while encouraging a vibrant walkable village.

Hopkinton has identified a special development area for properties in the vicinity of Exit 1 on Route 95. They envision a mixed-use village area with commercial office and retail comingled with small scale mixed-use residential development. Larger developments would be subject to site plan review.

North Kingstown has a village district ordinance. This law encourages mixed-use development within existing neighborhoods. They have also implemented the Post Road Corridor Plan. In this, the Town intends to concentrate development in areas served by infrastructure. This area would introduce the mixed-use concept and promote walking and biking as well as parking solutions that buffer and/or reduce large paved areas.

Tiverton has identified two study areas in its comprehensive plan for consideration of mixed-use development. Similar to other towns, the Town of Tiverton seeks to generate a “Main Street” feel to these areas by introducing new bulk massing and parking regulations to create pedestrian-friendly mixed-use community centers.

In all these examples it is clear that the communities have identified specific areas for intensification of use for the purpose of creating a higher quality of life for their residents. In addressing their unique challenges each community targets specific places that exhibit some of the qualities of a vibrant place serving one or more needs, then directs policies toward enhancement of these areas through new districts or overlays. In their respective Comprehensive Plans none of the studied communities

provided significant detail about specific regulatory standards or design criteria. These elements would appropriately come forth in the implementation of policy through site specific studies.

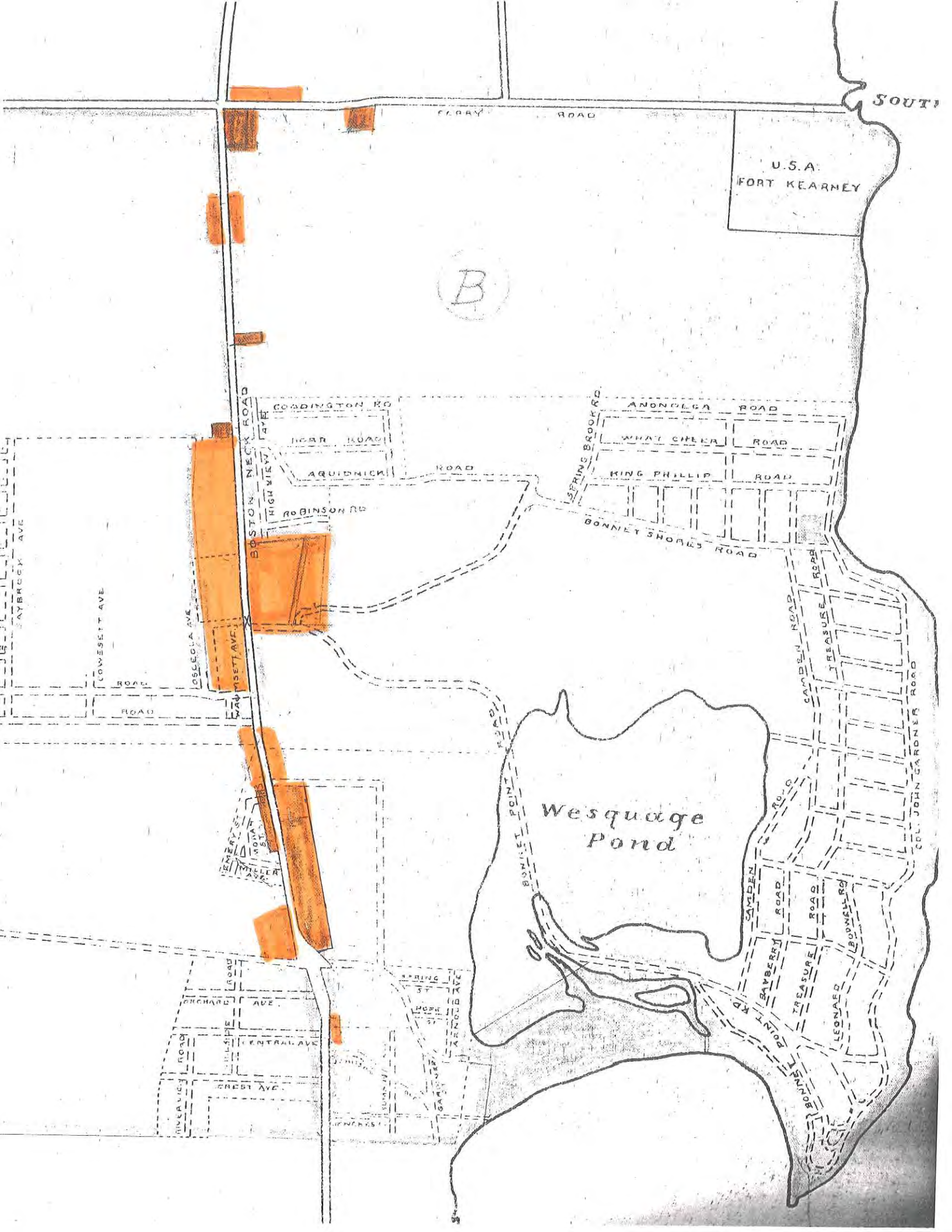
Interpretation of Special District Plan for Bonnet Shores .

This analysis has provided historical context for development on the Boston Neck Road corridor and additional review of the intentions of special districts in Narragansett and other RI communities. Coupled with the previous staff report, it is intended to assist the Town Council to understand what the Bonnet Special Planning District is intended to achieve. Staff has reviewed the 1994 Comprehensive Plan as well as the current version in an attempt to remove any ambiguity or vagueness that may confuse those intentions.

Going back to the 1994 Plan it is our understanding that the special districts described in text and mapping were areas of great opportunity for enhancement in the future. Each has its own potential specific to past growth trends in the area. No two are alike. Their individual traits (both natural and man-made) lend these special districts to specific forms of enhancement. Due to their complexity certain special districts will require site, or area, master plans to be formulated prior to any form of new action on the part of the Town. Clearly, that was the case in Galilee and Pier Village. It is likely also the case in the other large districts such as the one in the Bay Campus area and the one in the Woodruff Avenue area. The smaller districts may or may not require master plans for implementation of new regulatory mechanisms.

Such is the case in the Bonnet Special Planning District. As its focus is solely on the 56 lots fronting Boston Neck Road this district has a limited need for in-depth detail within the comprehensive plan. In response to past residential growth in the north end it is expected that commercial growth, designated to serve the area, is appropriate. In the years since the 1994 Comprehensive Plan was approved the Town has directed all its commercial expansion in the north end to one of these two nodes. It is expected that future expansions will appropriately occur in the BSPD. The result will be clearly differentiated business areas separated by several thousand feet of non-commercial development with predictable traffic and land use patterns.

We have concluded that the intent of the district is to provide concentrated commercial development that is scaled to the area based on the text of the original comprehensive plan. We have shown that the zoning of the area has been appropriately polarized to two separate sub-areas, (South Ferry Road intersection and the BSPD area). We have concluded that the properties within the BSPD are within an area for consideration of commercial development. We do not specifically promote all lots in the BSPD be targeted for business, rather anticipate that an appropriate mixture of light commercial and residential development will result in an area more lively and cohesive as a place to live in, work in, walk, run or bike in the future.



SOUTH

U.S.A.
FORT KEARNEY

B

FERRY ROAD

BOSTON NECK ROAD

COADINGTON RD

ROAD ROAD

AQUIDNICK ROAD

ROBINSON RD

SPRING BOOK RD

ANONOLGA ROAD

WHAT CHERA ROAD

KING PHILLIP ROAD

BONNET SHOALS ROAD

CAMDEN ROAD

TREASURE ROAD

COL. JOHN GARDNER ROAD

Wesquage
Pond

BONNET POINT ROAD

CAMDEN ROAD

BAYBERRY ROAD

TREASURE ROAD

LEONARD ROAD

SUNNYSIDE ROAD

INTERSTATE
SOUTH
MILLER AVE

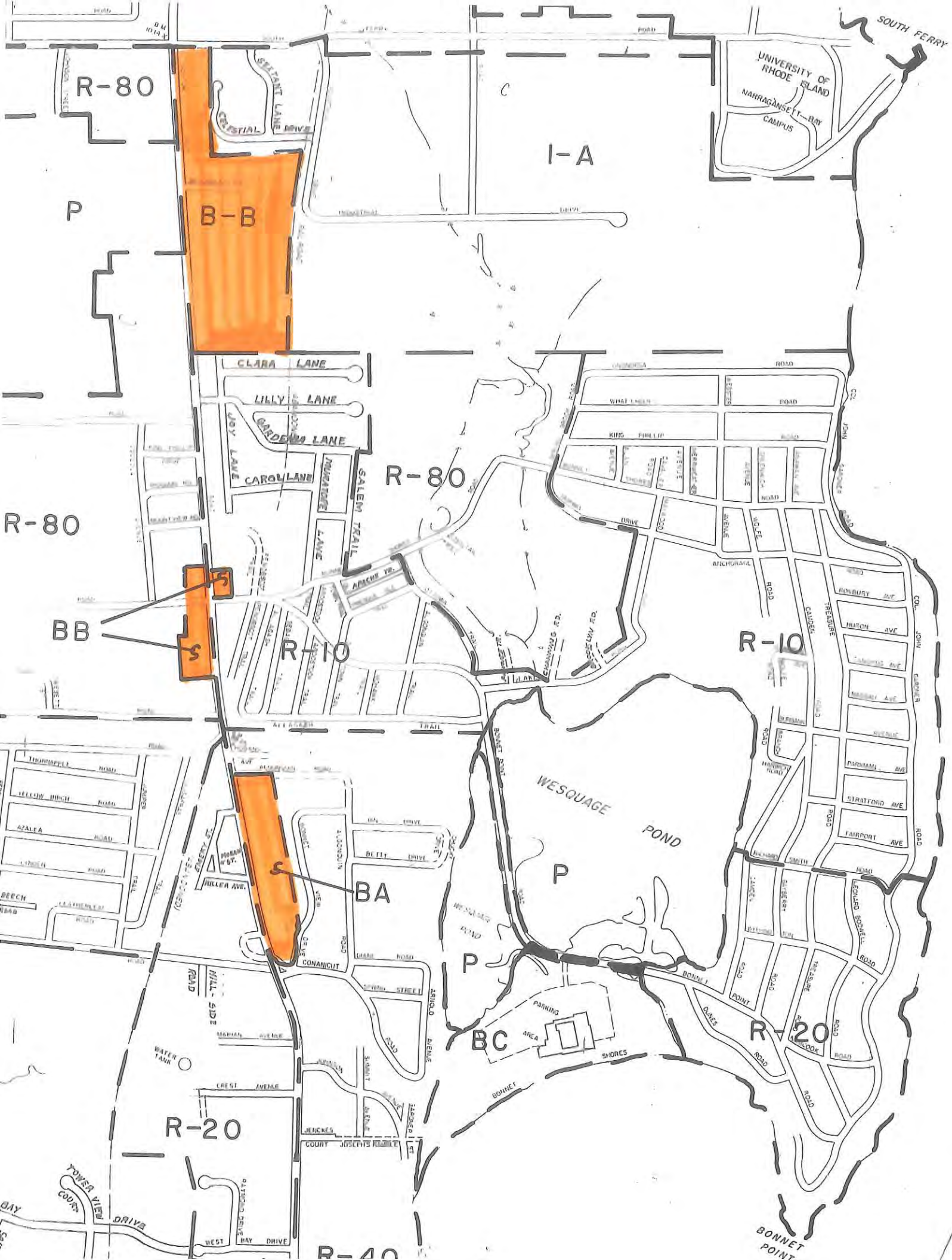
RICHARD AVE

CENTRAL AVE

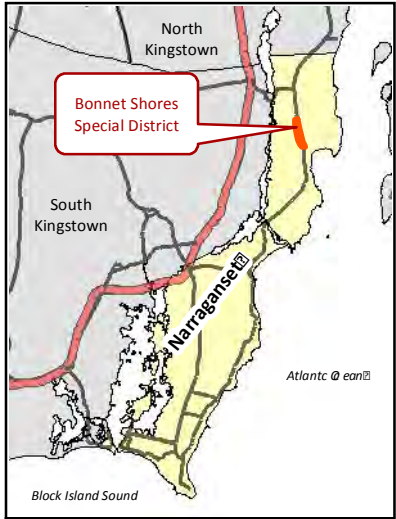
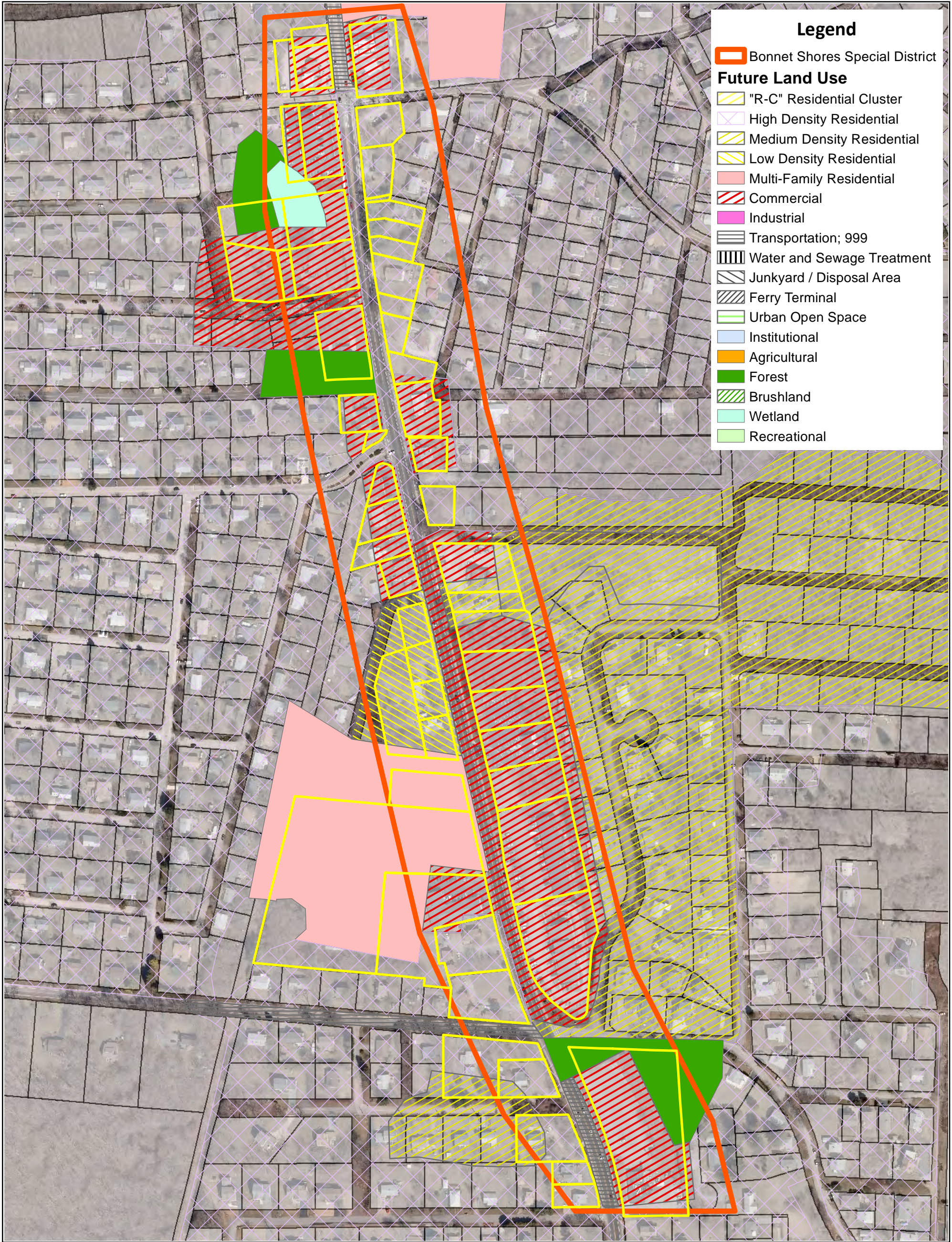
CREST AVE

WHEELER ROAD

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Bonnet Shores Special District

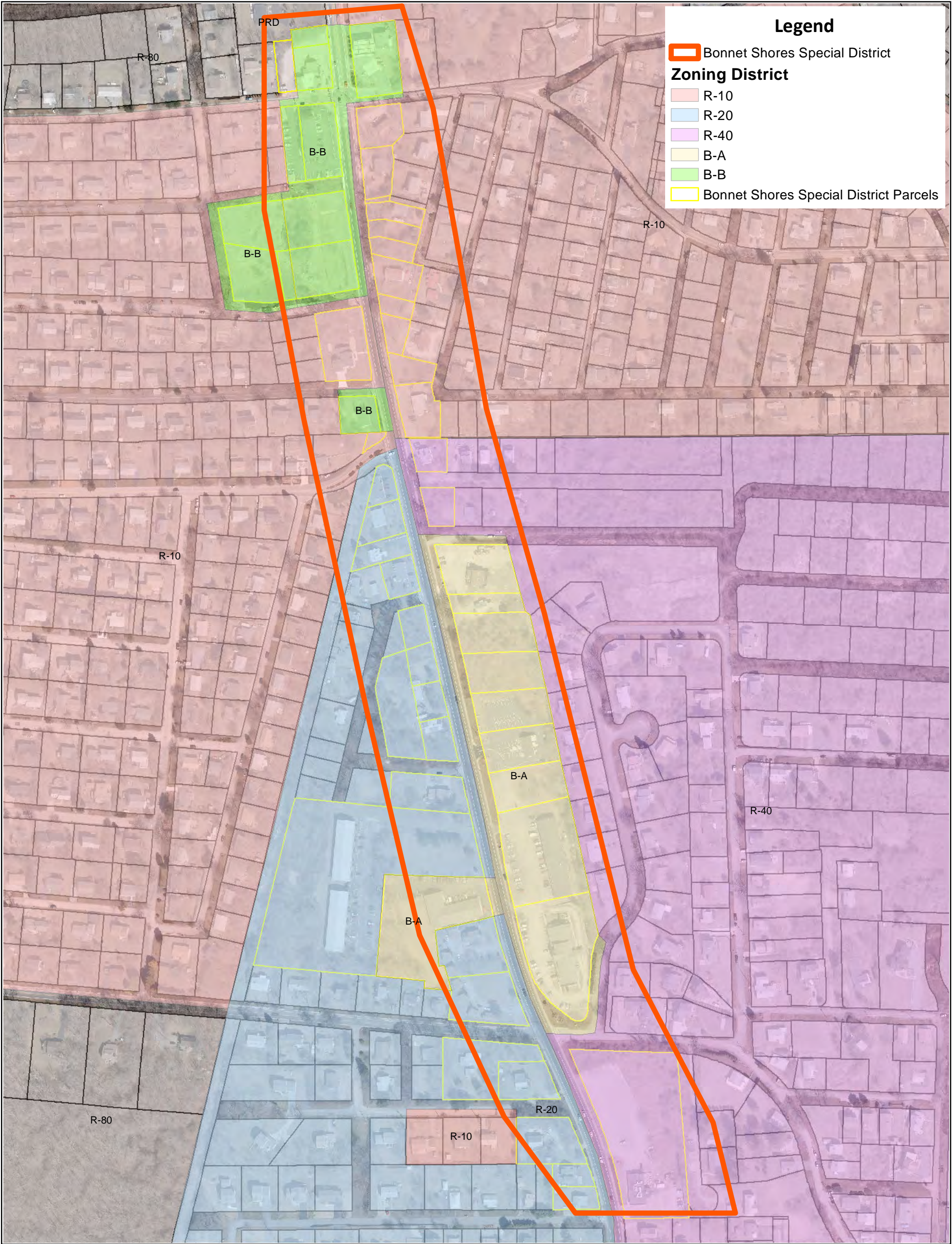
Future Land Use Map

**TOWN OF
NARRAGANSETT**
Rhode Island



1 inch = 250 feet

The Town of Narragansett has produced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map nor assumes any liability from the use of the information herein.



Legend

Bonnet Shores Special District

Zoning District

R-10

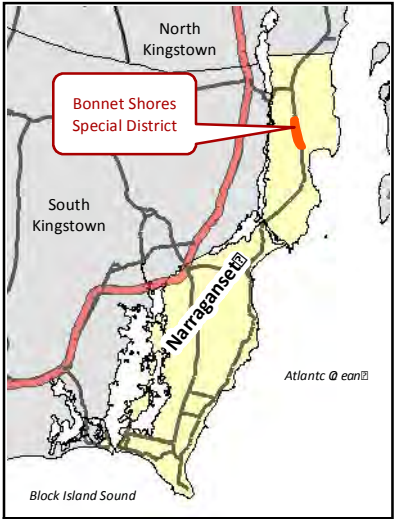
R-20

R-40

B-A

B-B

Bonnet Shores Special District Parcels



Bonnet Shores Special District

Zoning District Map

**TOWN OF
NARRAGANSETT**
Rhode Island



1 inch = 250 feet

The Town of Narragansett has produced these maps for informational and representative purposes only and makes no claims concerning the accuracy of this map nor assumes any liability from the use of the information herein.



TOWN OF NARRAGANSETT

Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401) 789-1044 • TDD (401) 782-0610 • Fax (401) 782-0664

THE DEPARTMENT OF COMMUNITY DEVELOPMENT

M E M O R A N D U M

TO: Honorable Town Council

FROM: Terence Fleming, Chair
Planning Board

DATE: January 9, 2012

SUBJECT: **Clarification of future uses and specificity related to:
Request for Comprehensive Plan Land Use and associated Zoning Map changes for
Lots 154-165, 167, 168 on Tax Assessor's Plat "N-H" from Residential to Commercial use.**

BACKGROUND

The Planning Board held a special meeting on Wednesday, January 4, 2012 in order to provide clarification of the Board's recommended future uses for the subject site as well as additional specificity to the Town Council of their conclusion that the requested land use amendment and zone change is in concert with intentions of the Bonnet Special Planning District as so designated in the Narragansett Comprehensive Plan.

REPORT

At this meeting the Board reviewed a report from staff (attached) in which the history of commercial development in the Bonnet Shores area from the 1950's to present was addressed. This report provided detailed information about the Bonnet Special Planning District, (BSPD), as designated in the Comprehensive Plans of 1994, 1999 and 2005, including summary tables of existing land use designations and zoning for the 56 lots making up this district. The staff noted that 10 of the 56 lots suffer from mismatched land use and zoning designations. The subject site is one of the mismatched properties. Seven of the 10 sites are designated for commercial development but are zoned for residential use. Of the seven, five support businesses which either preceded the zoning or were approved for commercial use by the Zoning Board of Review.

Additionally, the staff report discusses the intentions of planning districts in general, noting several examples from other communities in RI. The report adds specific description of the seven (7) mapped special planning districts in Narragansett and elaborates on progress made on their implementation since passage of the original comprehensive plan.

The report concludes with staff's interpretation that the special districts described in the Comprehensive Plan are areas of opportunity for enhancement in the future. The majority of these districts are located in commercial and/or industrial areas. The intention of these special districts is to assure continued growth beneficial to the public. Notably, Staff pointed out that the Town's population has grown by 700% since 1950, yet the boundaries of commercial zoning in the north end have actually shrunk. Staff and the Board agree that it is the intention of the Town's plan to focus business growth into these concentrated special district areas.

DISCUSSION

The Board members discussed their individual interpretations of the special district designation for the Bonnet Shores area. Mr. Glazer felt this request, if approved, would provide an opportunity to set the tone for development in the BSPD. He observed that the willingness of the applicant to limit allowed alternate uses and restrict the site as a single development parcel instead of up to 3 residential site will result in less impact on the surrounding area. Mr. Hodnett added his impression that the site development as proposed could serve as a flagship for the remainder of the BSPD. He expressed preference for this low-intensity, stand-alone building over commercial strip developments.

In regard to future uses, Mr. Indeglia pointed out that the use codes recommended for this parcel should be based on their plain meaning or that defined in the code. He emphasized that the Board previously suggested the site be restricted to 47 permitted and 9 special uses, (of the 115 otherwise permitted by right or special use permit), and that all others be excluded from consideration.

In regard to concern about jeopardizing the area, the Board concluded by consensus that neither the bicycle shop nor any other projected uses from the limited list previously submitted, would subject the community to such great peril as to result in "jeopardy" to surrounding residents or other businesses.

FINDINGS

Upon motion by Mr. Indeglia, seconded by Dr. O'Neill, the Planning Board voted to submit the following response to the Town Council's request that, "....the Planning Board provide further definition on the recommended future uses or more specificity that would not jeopardize the area in the future":

- a) Relative to future uses of the parcel in question:
 1. The Planning Board defines the new zone as a *B-A limited business zone*. This zone is composed of certain land and structures used primarily for the retailing of convenience goods such as groceries and drugs and the furnishing of personal services.
 2. The Planning Board has identified very specific uses which would be allowed by right for this parcel and each and every one of those uses is set forth in the Town of Narragansett Zoning Ordinance at Section 6.3 table of use regulations under the B-A category. Those uses are given their plain meaning definition. In some instances portions of the uses are defined terms under Section 2 of the Zoning Ordinance. An example is use code 5812 which is for a "restaurant". Restaurant is a defined term under Section 2.
 3. For each of the use codes the Planning Board has recommended to be a permitted use for this parcel, identified and supplied to the Council in the recommendation, the definitions are those specifically defined in the Zoning Ordinance and to the extent not specifically defined must be given their plain meaning.
 4. The Planning Board has recommended by expression of the exclusive list of uses in its recommendation, and also by implication, that no other use may ever be entertained or permitted on this parcel of real estate in perpetuity. It is a permanently restricted parcel of real estate, able to be used only and forever by an owner for those limited and specific uses in the recommendation.
 5. The Planning Board has further defined that the future use must have a 10 foot buffer on the southerly side and westerly side of the property;
 6. The Planning Board has further defined that the property may never again be subdivided for any purpose
 7. The Planning Board has further defined that there may only be a curb cut to the property from Boston Neck Road to be approved by the Rhode Island Department of Transportation and that there shall never be a curb cut on Emery Street, Mauran Street or Miller Avenue

8. The Planning Board has further taken the testimony from the applicant and his experts and obtained significant information from the Community Planning Staff and the public. A true and correct copy of the additional report of the Community Planning Staff to assist the Planning Board in responding to this request from the Council is attached hereto and incorporated herein by reference to provide an historical reference regarding the Bonnet Shores Special District and this particular application.
- b) Relative to the impact of changing the land use and zoning designations of the parcel in question:
1. The Planning Board specifies that the change in the land use designation from Low Density Residential to Commercial and the change in zone from R-20 Residential to B-A Limited Business will not “jeopardize the area in the future” and that it does in fact conform to the vision of the Planning Board for the Bonnet Shores Special District.
 2. Further that in a 4-1 vote taken November 15, 2011, the Planning Board specifically found that the limitations imposed on this new single parcel B-A zone, in perpetuity, have been accomplished in a manner which will set the tone for the natural development of the Bonnet Shores Special District, to wit: a model for low impact, neighborhood focused low intensity business that will enhance the quality of life for the North End residents.

Ayes: Mr. Fleming, Dr. O'Neill, Mr. Indeglia, Mr. Hodnett, Mr. Glazer

Nays: None

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 01
Amend No. _____**

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady E. Miller, Town Manager

FROM: Anne M. Irons, CMC - Town Clerk

SUBJECT: Class F Liquor License Application – Narragansett Lions Club

RECOMMENDATION:

That the council approve a Class F Alcoholic Beverage License for The Narragansett Lions Club for a Spaghetti Supper Fundraiser to be held on February 3, 2012 at the Community Center, subject to state and local regulations.

SUMMARY:

The Narragansett Lions Club will be holding a fundraiser for the high school hockey team at the Community Center. As part of the event, they will be serving alcohol and food. Under state law a Class F Liquor License is required for special events when alcohol is served to the public.

Attachment

1. Application.

TOWN CLERK USE ONLY:

☐ Consent Agenda

☐ Carry Over to Date: _____

☐ Approved

☐ Unfinished Business (Date heard previous: _____)

☐ New Business

☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____

LCON# _____ LIC. # _____

Action Date: _____

TOWN CLERK'S OFFICE
Town Hall
25 Fifth Avenue
Narragansett, R.I. 02882

2012 JAN -4 PM 2:45

CLASS F/CLASS F-1 LICENSE APPLICATION

PLEASE CHECK ONE:

CLASS F LICENSE X

CLASS F-1 LICENSE _____

(PLEASE PRINT)

DATE OF APPLICATION: 1/4/12

NAME OF APPLICANT: Narragansett Lions Club
(AGENCY/NON-PROFIT ORGANIZATION)

ADDRESS OF APPLICANT: P.O. Box 186

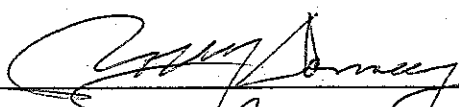
Narragansett, RI 02882

LOCATION TO BE USED: Community Center

KIND OF EVENT: Spaghetti Supper

DATE OF EVENT: 2/3/12

TELEPHONE # WHERE APPLICANT CAN BE REACHED: 789-7800

SIGNATURE: 

(Please print name of person signing) Robert J. Donnelly

FEE SCHEDULE: CLASS F \$15.00 (Beer & Wine Only)
CLASS F-1 \$35.00 (Full Privilege)

Ad #2755
15.00
ami

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 02
Amend No. _____**

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady E. Miller, Town Manager

FROM: Anne M. Irons, CMC - Town Clerk

SUBJECT: Class F-1 Liquor License Application – Village Co-Op Nursery School

RECOMMENDATION:

That the council approve a Class F-1 Alcoholic Beverage License for the Village Co-Op Nursery School of Wakefield, Rhode Island for a Silent Auction Fundraiser on March 31, 2012 at the North Beach Clubhouse, subject to state and local regulations.

SUMMARY:

The Village Co-op Nursery School will be holding a Silent Auction Fundraiser for the school at the North Beach Clubhouse. As part of the event, they will be serving alcohol and food. Under state law a Class F-1 Liquor License is required for special events when alcohol is served to the public.

Attachment
1. Application.

TOWN CLERK USE ONLY:

Consent Agenda
Carry Over to Date: _____
Approved
Unfinished Business (Date heard previous: _____)
New Business
Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

TOWN CLERK'S OFFICE
Town Hall
25 Fifth Avenue
Narragansett, R.I. 02882

CLASS F/CLASS F-1 LICENSE APPLICATION

PLEASE CHECK ONE:

CLASS F LICENSE _____

CLASS F-1 LICENSE ✓

(PLEASE PRINT)

DATE OF APPLICATION: 1/3/2012

NAME OF APPLICANT: Village Co-op Nursery School
(AGENCY/NON-PROFIT ORGANIZATION)

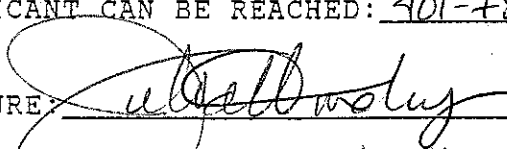
ADDRESS OF APPLICANT: 981 Longtown Road
Pease Dale, RI 02879

LOCATION TO BE USED: North Beach Clubhouse Narragansett, RI

KIND OF EVENT: Silent Auction

DATE OF EVENT: March 31, 2012

TELEPHONE # WHERE APPLICANT CAN BE REACHED: 401-788-9563

SIGNATURE 

(Please print name of person signing) Julia Huxley

FEE SCHEDULE: CLASS F \$15.00 (Beer & Wine Only)
CLASS F-1 \$35.00 (Full Privilege)

*add 16 #4206
#35.00
ami*

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 03
Amend No. _____**

Date Prepared: January 3, 2012
Council Meeting Date: January 17, 2012

TO: Honorable Town Council
FROM: Grady E. Miller, Town Manager
SUBJECT: 13TH Annual Katie DeCubellis Memorial 5K and Walk – June 10, 2012

RECOMMENDATION:

That the Town Council approve the 13TH Annual Katie DeCubellis Memorial 5K and Walk for Sunday, June 10, 2012, subject to state and local laws.

SUMMARY:

In October of 1999, Katie DeCubellis was a 13 year-old, eighth grade student at the Pier School in Narragansett. On October 29th, a drunk driver tragically killed Katie and Marsha Bowman. The Katie DeCubellis Memorial Foundation (KDMF) was established in Katie's memory. The KDMF continues her legacy by promoting youth leadership, supporting education, and generating public awareness of the dangers of drunk driving and substance abuse.

John E. DeCubellis, Jr. is requesting permission to hold the KDMF's 13TH Annual Katie DeCubellis Memorial 5K and Walk on June 10, 2012. KDMF plans to utilize the same course as previous years, commencing from the Narragansett High School. The proposed course route would be from the High School, right onto South Pier Road, right onto Lambert Street, right onto Narragansett Avenue to Kingstown Road. The runners would then proceed right onto Boone Street and right onto South Pier Road. The race would once again finish at the High School.

Attachments:

1. Letter from John E. DeCubellis, Jr.
2. Map of road race

TOWN CLERK USE ONLY:

Consent Agenda
Carry Over to Date: _____
Approved
Unfinished Business (Date heard previous: _____)
New Business
Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

August 26, 2011

Narragansett Town Council
c/o Grady Miller, Town Manager
25 Fifth Avenue
Narragansett, RI 02882

Re: 13TH Annual Katie DeCubellis
Memorial 5K and Walk

Dear Honorable Council Members:

I am writing to request permission to hold the KDMF's 13TH Annual Katie DeCubellis Memorial 5K and Walk on **June 10, 2012**. We anticipate utilizing the same course as previous years, commencing from the Narragansett High School. The proposed course route would be from the High School, right onto South Pier Road, right onto Lambert Street, right onto Narragansett Avenue to Kingstown Road. The runners would then proceed right onto Boone Street and right onto South Pier Road. The race would once again finish at the High School.

On behalf of the KDMF, I respectfully request permission from this Council to proceed with the scheduling of this proposed road race. If you need additional information or have any further questions, please do not hesitate to contact me.

Thank you for your time and consideration in this matter.

Very truly yours,

John E. DeCubellis, Jr.
Executive Director

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 04
Amend No. _____**

Date Prepared: January 3, 2012
Council Meeting Date: January 16, 2012

TO: Grady Miller, Town Manager

FROM: Tom Tessitore, Parks and Recreation Program Coordinator

SUBJECT: "Super 5K Road Race"

RECOMMENDATION:

That the Town Council approve the request from the Narragansett Running Association for their 8th annual "Super 5K Road Race" Road Race to be held on February 5, 2012 from 12:00 p.m. to 4:00 pm. Subject to approval of state and local regulations.

SUMMARY:

This will mark the eighth year the Narragansett Running Association Super 5K which is scheduled to take February 5, 2012, at 12:00 p.m. The Rhode Island Department of Transportation has approved the traffic route. The Narragansett Police Department has also reviewed the traffic plan and given their approval.

ATTACHMENTS:

1. Application
2. Proposed Course Map

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____



NARRAGANSETT RUNNING ASSOCIATION

narragansett_running@yahoo.com

<http://www.NarragansettRunning.org>

To Whom It May Concern:

I am writing on behalf of the Narragansett Running Association. We are seeking approval to host our 8th annual Super 5K road race, whose proceeds will benefit our Narragansett Summer Youth Track Series. The date of the race is February 5, 2012.

We're expecting about 350 runners and I've enclosed a race application, which includes a course map and other details.

We will use the same liability insurance as in previous years (through USA Tack and Field). And, as usual, I will have a copy of the insurance delivered directly to your office.

I appreciate your consideration.
Sincerely,

A handwritten signature in cursive script, reading "Michael Tammaro".

Michael Tammaro

Narragansett Running Association
PO Box 3214
Narragansett, RI 02882
401-874-2079
<http://www.NarragansettRunning.org>
Narragansett_running@yahoo.com



RHODE ISLAND DEPARTMENT OF TRANSPORTATION PARADE/EVENT PERMIT

The Rhode Island Department of Transportation has established this permit to streamline the approval process for parades, road races, cycling tours or other organized events on **State roads and bridges**. Please fill out this application completely and mail to: **State Traffic Engineer, Rhode Island Department of Transportation, Two Capitol Hill, Providence, RI 02903** or Fax to: **401-222-3006**.

Please feel free to provide any supporting documentation you feel would be important in describing your event. Additionally, it is the permittee's responsibility to obtain approval from each city or town the event will take place in.

EVENT DETAILS:

SUPER 5K 2/5/12 12-1 pm
Name of Event (Parade/Road Race) Event Date(s) and Time Period(s)

MAP ATTACHED
Event Route (List all affected roads. Please attach event map if available showing route.)

NARRAGANSETT RI
Cities and towns where the event will take place

EVENT SPONSOR INFORMATION:

NARRAGANSETT RUNNING ASSOCIATION
Name of Sponsor (Permittee)

Box 3214 NARRAGANSETT RI
Street Address City/Town State

401-218-3598 NARRAGANSETT RUNNING @
Contact Number E-Mail YAHOO.COM

MICHAEL TAMMARO PRESIDENT
Sponsor's Authorized Representative Title/Position

Box 3012 KINGSTON RI
Street Address (if different from above) City/Town State

Form continues on next page

RHODE ISLAND DEPARTMENT OF TRANSPORTATION PARADE/EVENT PERMIT

I MICHAEL TAMMARO, on behalf of NARRAGANSETT RUNNING ASSN.
(Sponsor's Representative) (Event Sponsor)

agree to indemnify, defend and hold harmless the State of Rhode Island, its officers, representatives, agents, servants, employees and successors from any liability, damages, claims and or losses arising from the Event activities of NARRAGANSETT RUNNING ASSN., its agents or employees,
(Event Sponsor)

including all costs, expenses and attorneys fees which in any manner result from or arise out of this agreement. NARRAGANSETT RUNNING ASSN. shall reimburse the State of Rhode Island for
(Event Sponsor)

any and all damages to the real or personal property of the State of Rhode Island caused by the acts of NARRAGANSETT RUNNING ASSN., its agents, or employees. The State of Rhode Island shall
(Event Sponsor)

give reasonable notice of any such claim. The duties under this provision shall remain fully in effect and binding, even where NARRAGANSETT RUNNING ASSN. is alleged or is found to merely
(Event Sponsor)

contributed in part to the acts giving rise to the claims and/or where the State of Rhode Island is alleged or is found to have contributed to the acts giving rise to the claims.

NARRAGANSETT RUNNING ASSN. further agrees to furnish, install and remove necessary
(Event Sponsor)
traffic control signs in accordance with state and federal specifications, and to coordinate with local traffic police offices to direct motorists in accordance with any proposed detours.

NARRAGANSETT RUNNING ASSN. further covenants and agrees that (1) no person shall, on the
(Event Sponsor)
grounds of race, color, sex, national origin, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in the course of the Event; and
(2) NARRAGANSETT RUNNING ASSN. shall use the state highways on the Event route in
(Event Sponsor)

compliance with all other requirements imposed by or pursuant to 49 C.F.R. Part 21, Nondiscrimination in Federally-assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, as amended. In the event of breach of this nondiscrimination covenant, the State of Rhode Island shall have the right to terminate the permit.

Michael Tamaro
Authorized Representative's Signature

12/23/11
Date

MUNICIPAL APPROVALS:

Pursuant to Section 31-12-12(a) of the Rhode Island General Laws of 1956, as amended, local authorities are empowered to regulate processions and/or assemblages on streets and highways within their jurisdictional limits, as well as to enforce applicable traffic regulations within the reasonable exercise of police power.

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Form continues on next page

RHODE ISLAND DEPARTMENT OF TRANSPORTATION PARADE/EVENT PERMIT

MUNICIPAL APPROVALS:

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Municipality: _____ Municipal Official (Title): _____

Signature: _____ Date: _____

Attach additional copies of the Municipal Approvals section as needed

Do not fill out this section - for official use only

RIDOT APPROVAL/DENIAL TO USE STATE HIGHWAY(S)

The State of Rhode Island approves/denies the application. Reason for denial (if applicable):

RIDOT State Traffic Engineer

Date

Please contact RIDOT at 401-222-2694 with any questions. Your application may be denied or you may be asked to change the Event route if the State highways on the Event route are scheduled to be under construction the Event date(s).

The NARRAGANSETT RUNNING ASSOCIATION presents the **eighth annual**



SUPER 5K

February 5th, 2012, 12:00pm

The Village Inn Hotel, 1 Beach Street, Narragansett RI, 02882.

Free pasta buffet provided by Amalfi Catering. Cash Bar.

Race proceeds support the Narragansett Summer Youth Track Series.

Preregistration: Online at <https://racewire.com/register.php?id=1551> or mail in form at the bottom of this page. \$20 for adults and \$10 for youth (18 and under). (This is a charitable event. In the unlikely case of cancellation, there will be no refunds. In the case of severe weather, check www.NarragansettRunning.org for information.)

Race Day Registration: 10:30am-11:45am at the Village Inn Hotel. \$25 for adults and \$12 for youth (18 and under).

T-Shirts: T-shirts to first 300 registrants.

Awards: First/second/third place man and woman: \$100/\$50/\$25 cash. Top three male/female in the following age categories: 13 and under, 14-18, 19-29, 30-39, 40-49, 50-59, 60-69, 70+. No duplicate awards.

TEAM COMPETITION: Team competition with cross-country-style scoring. Prizes for top two male and female teams. Rules for team competition on reverse.

The Course: USATF certified 5K course. Fast. Out and back along the Narragansett sea wall.

Timing and Scoring: Organization Plus Road Race Management Services

Information: Email narragansett_running@yahoo.com. Additional information can be found at www.NarragansettRunning.org

SUPER 5K REGISTRATION FORM: Mail to Narragansett Running Association, PO Box 3214, Narragansett RI, 02882. Make checks payable to Narragansett Running Association.

NAME _____ AGE _____ SEX _____

ADDRESS _____ PHONE _____

TOWN _____ STATE _____ ZIP _____

EMAIL _____ TEAM _____

In consideration of this entry being accepted, I hereby for myself, executors, administrators, waive and release any and all rights and claim for damages I may have against the organization or organizations holding this event, its agents, representatives, successors and assigns for any and all injuries suffered by me at said event or while traveling to or returning there from. I further state that I am in proper physical condition to complete this race.

SIGNATURE _____ DATE _____

If you've run the Blessing of the Fleet 10-Miler, the Village Inn is located at the finish line of the Blessing. Directions can be found at www.NarragansettRunning.org



TEAM COMPETITION:

A traditional cross-country style scoring system will be used, which uses place instead of time. Only runners on *eligible teams* will be counted in the scoring. To qualify as eligible, male teams must have at least five (5) members and female teams must have at least three (3) members.

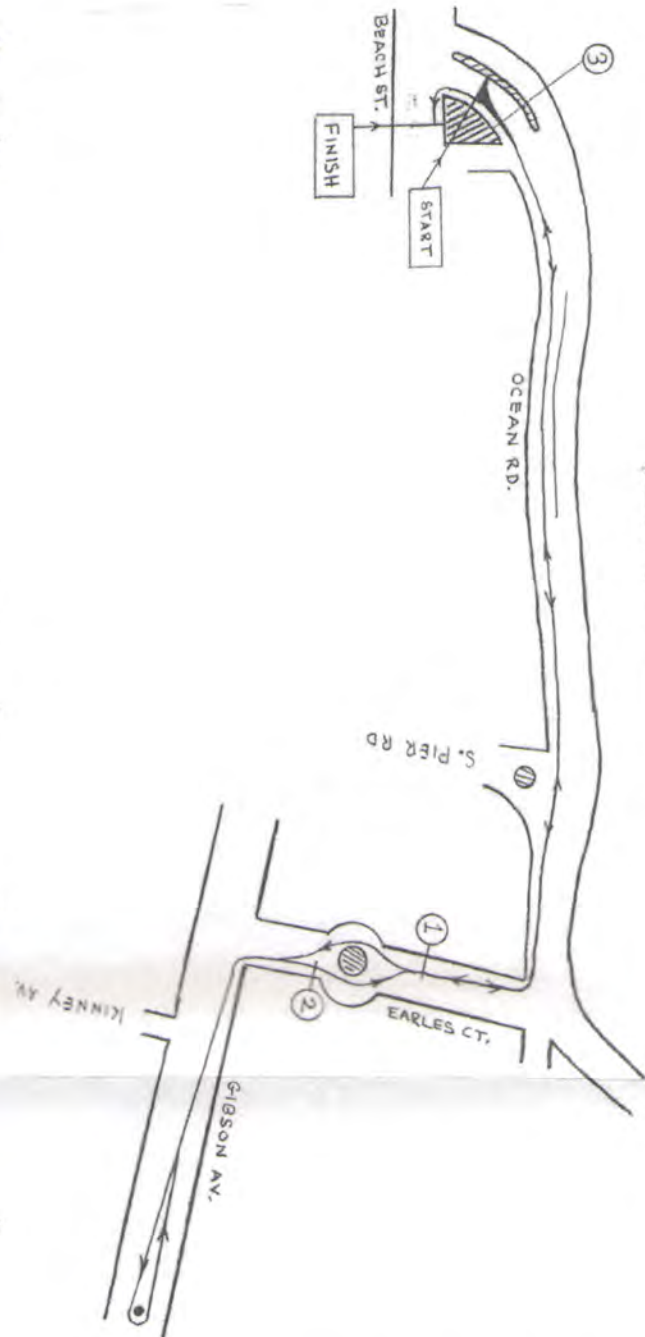
First eligible-team finisher scores one point; second finisher, two points; third finisher, three points, and so on. On male teams, the top five (5) finishers score. On female teams the top three (3) finishers score. The score is determined by totaling the points of the scoring runners, thus the team with the lower point total is the winner. Although the *non-scoring* eligible-team runners do not score points, their places, if better than those of any of the opposing eligible-team runners, may serve to increase the team score of the opponents.

Non-team runners and runners on non-eligible teams do not affect the scoring.

Tie Breaker 1: Total time of scoring runners.

Tie Breaker 2: Time of first team finisher.

Post-registered runners may participate in team competition. A representative from each team will provide the race director with a team roster during the registration period. Please find roster forms at the registration table. No adjustments can be made after the registration period. Any questions should be addressed to the race director, and the race director has authority on all matters pertaining to the team competition.



Super 5K
(Measured by Mike Tammaro, 11/06/06)

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 05
Amend No. _____

Date Prepared: January 4, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: Jeffry Ceasrine, P.E. Town Engineer
SUBJECT: Sewer Policy Referral – Plat U, Lot 82, Point Judith Road

RECOMMENDATION:

That the Town Council refer a request from Robert & Sara Ferraro, Plat U, Lot 82, Point Judith Road, to the Sewer Policy Committee.

SUMMARY:

Robert & Sara Ferraro have applied for a sewer extension to service the referenced property (a vacant lot on Point Judith Road). The request was reviewed by the Engineering Department and subsequently denied, as the property is not within a Sewer Area as defined by the Sewer Policy, nor does it have frontage on an existing sewer line. Under the terms of the current Sewer Policy, applicants may request relief if denied at the staff level. According to the Sewer Policy, the Town Council may refer this matter to the Sewer Policy Committee for review and recommendation. The Sewer Policy Committee will then submit a recommendation to the full Council for action at a later date.

ATTACHMENTS: October 13, 2011 Staff Letter of Denial
November 30, 2011 Appeal Letter from Applicant

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

Robert & Sara Ferraro
255 Old North Road Kingston, RI 02881
(401)640-3194

November 30, 2011

Town of Narragansett
Engineering Department
Town Hall
25 Fifth Avenue
Narragansett, RI 02882

Re: Sanitary Sewer Availability, Assessor's Plat U, Lot 82, Point Judith Road

To Whom It May Concern:

In response to your letter dated October 13, we would like to re- request a tie in to the sanitary sewer which is currently located on Carver Lane. Our re-request is based upon the facts listed below.

-Our lot is currently within the 350 foot extension that is typically needed for such tie in to the neighborhood.

-Our lot is located within the Salt Pond Critical Resource area which requires a denitrification OWTS. Being in this area, and utilizing a denitrification system will only reduce our nitrogen output, not eliminate it. By allowing us to tie into the Town's sanitary sewer we will have a zero percent nitrogen output to the Salt Pond area.

-The Point Judith area has an above average water table level, this connection to the sanitary sewer will decrease additional water being added to the area.

Thank you for your reconsideration,

Rob & Sara Ferraro

11
21
31
41
51
61
71
81



TOWN OF NARRAGANSETT
Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401) 789-1044 TDD (401) 782-0610 Fax (401) 783-9637

ENGINEERING DEPARTMENT
Fax No. (401) 782-0669

October 13, 2011

Mr. Robert Ferraro
255 Old North Road
Kingston, RI 02881

Re: Sanitary Sewer Availability, Assessor's Plat U, Lot 82, Point Judith Road

Dear Mr. Ferraro:

As per your request of October 11, 2011, this office has researched the referenced subject. There are no public sanitary sewers within the immediate area of the property in question.

Under the Town of Narragansett Sewer Policy, (full adoption April 18, 1995; amended July 15, 1996, December 6, 1999, and July 7, 2008), extensions of sanitary sewers (up to 350 feet) are allowed under certain and distinct conditions. One of those conditions is that the area in question must be in a Sewer Area, which is an area or neighborhood that has been prioritized for sanitary sewer service by the Town. The Sewer Areas are generally developed plats that are either already sewered to a great extent, or contain a significant number of failed or failing Onsite Wastewater Treatment System (OWTS's).

The property in question is not within a Sewer Area as defined by the policy. As such, a request for a connection or an extension cannot be granted at this time. You may appeal provisions of the Sewer Policy to the Town Council in writing; typically, the applicant would have to prove some level of hardship or compelling public good in order for a significant waiver to be granted.

Please do not hesitate to contact this office should further information be required.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffry Ceasrine".

Jeffry Ceasrine, P.E.
Town Engineer

JC/csf
705L196.11

cc: Kelly Flesia, Water/Wastewater Clerk

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 06
Amend No. _____

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: David E. Ousterhout, Director of Public Works
PREPARED BY: Susan W. Gallagher, Purchasing Agent
SUBJECT: Award of bid - Plow Cutting Edges

RECOMMENDATION:

That the Town Council awards the bid for "Plow Cutting Edges" to the lowest bidder, Chemung Supply Corporation, at their quoted bid prices for a one-year period.

SUMMARY:

The bid was for the purchase of plow cutting edges to be used on vehicles for snow plow operations. The various edges will be ordered by Public Works as needed. The prices will be held for a one-year period from the date of award (January 17, 2012 – January 16, 2013).

The request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Seven vendors were solicited and seven responded. The attached spreadsheets list the results from the solicitation.

Funding is available in the Highway Division Operating Account, 01-730-0504, Vehicle Maintenance/Repair.

ATTACHMENTS:

1. November 7, 2011 solicitation spreadsheet for bid opening.

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

Town of Narragansett, RI
 Plow Cutting Edges, B12010
 Public Works Department
 Summary of Bidders

Vendor	Total Price	Notes
Chemung Supply Corporation	\$624.77	
Atlantic Plow Blade Company	\$700.23	
Perma-Line Corporation	\$730.25	
Valk Manufacturing Company	\$747.00	
North American Supply	\$861.00	
J.C. Madigan, Inc.	\$888.12	Item 4: Price is per pair
W.H. Rose Company	\$994.56	Item 4: Two-piece edge, include bolts

Sg B12010/summary

Town of Narragansett, RI									
Plow Cutting Edges, B12010									
Public Works Department									
Bid Opening - Monday, November 7, 2011 - 11:00 am									
Page 1 of 2									
Prices are to be held for a one-year period									
Item	Vendor 1		Vendor 2		Vendor 3		Vendor 4		Vendor 5
	J.C.		N.American		W.H.		Chemung		Perma-Line
	Madigan, Inc.		Supply, LLC		Rose, LLC		Supply Corp.		Corp.
	Unit Cost		Unit Cost		Unit Cost		Unit Cost		Unit Cost
1. 8' Fisher HD: 5/8"x6"x8' top punch	\$103.66		\$104.00		\$112.46		\$70.40		\$83.09
2. 9' Fisher HD: 5/8"x6"x9'	\$116.64		\$117.00		\$117.00		\$79.37		\$93.47
3. 9' - 3/4" Center punch MC	\$154.32		\$144.00		\$124.58		\$106.10		\$124.59
4. 10' Fisher MC: 5/8"x8"x10'	\$147.78		\$160.00		\$321.36		\$119.00		\$138.43
5. 10' Standard: 5/8"x8"x10' top punch	\$161.47		\$160.00		\$151.98		\$119.00		\$138.43
6. 11' Standard: 5/8"x8"x11' top punch	\$204.25		\$176.00		\$167.18		\$130.90		\$152.24
TOTAL (Items 1 -6)	\$888.12		\$861.00		\$994.56		\$624.77		\$730.25
Sg B12010									

Town of Narragansett, RI				
Plow Cutting Edges, B12010				
Public Works Department				
Bid Opening - Monday, November 7, 2011 - 11:00 am				
Page 2 of 2				
Prices are to be held for a one-year period				
	Vendor 6	Vendor 7		
	Valk Manuf.	Atlantic		
	Company	Plow Blade Co		
Item	Unit Cost	Unit Cost		
1. 8' Fisher HD: 5/8"x6"x8' top punch	\$88.00	\$79.92		
2. 9' Fisher HD: 5/8"x6"x9'	\$99.00	\$89.91		
3. 9' - 3/4" Center punch MC	\$126.00	\$119.34		
4. 10' Fisher MC: 5/8"x8"x10'	\$140.00	\$132.60		
5. 10' Standard: 5/8"x8"x10' top punch	\$140.00	\$132.60		
6. 11' Standard: 5/8"x8"x11' top punch	\$154.00	\$145.86		
TOTAL (Items 1 -6)	\$747.00	\$700.23		
Sg B12010				

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 07
Amend No. _____**

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady E. Miller, Town Manager
FROM: Sharon Kitchin, Human Resources Manager
SUBJECT: Employee Assistance Program Renewal

RECOMMENDATION:

That the Town Council approves the renewal of the annual contract for Employee Assistance Program benefits with Resources International Employee Assistance Services (RIEAS), in the amount of \$3,528.00 annually; and authorizes the Town Manager to sign the agreement after review by the Town Solicitor.

SUMMARY:

The town offers Employee Assistance Program (EAP) benefits to all permanent employees. EAPs are intended to help employees deal with personal problems that might adversely impact their work performance, health, and well-being. EAPs generally include assessment, short-term counseling, and referral services for employees and their eligible dependents. EAP counselors typically provide assessment, support, and, if needed, referrals to additional resources. The issues for which EAPs provide support vary, but examples include substance abuse, emotional distress, major life events, including births, accidents and deaths, health care concerns, financial or legal concerns, family/personal relationship issues work relationship issues, and concerns about aging parents. EAP services are free to employees and eligible family members. The funding for this renewal will be provided by the Professional Services account in the Human Resources budget. Either party, upon thirty days written notice, may terminate the contract. The contract is exempt from competitive bidding, under Section 70-306 (b), Professional Services, in the Town's Code of Ordinances.

ATTACHMENTS:

1. Summary of EAP Services
2. RIEAS Service Agreement

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

Your EAP Services

 *at a Glance*

Services for All Employees and Family Members

Access to Confidential Services - 24 Hours/Day, 365 Days/Year
Toll-free Number (800-445-1195)
Professional Assessments, Crisis Support and Referrals
Coordination of Health Benefit and/or Options
Unlimited Follow-up and Support Services
Brochures, Posters and Wallet Cards
Monthly Employee Newsletter in English and Spanish

Services for Managers/Supervisors

Unlimited Management Consultation
Management Referral Assisted Within 48 Hours
Utilization Reports – Client Activity/Consultation Services
Worksite Trauma Response
Quality Assurance Surveys
Monthly Supervisor Newsletter

Web Site

www.rieashelp.com is available to employees, their family members, and management. This site describes our consultation services, steps to get help, and a variety of information on topics of interest. We also offer links to sites that can provide additional information if needed.



401-732-9444 • 1-800-445-1195

www.rieashelp.com

RIEAS

SERVICE AGREEMENT

THIS AGREEMENT is made and entered into as of the 1st day of **January 2012**, by and between **RIEAS**, which is a Division of RIEAP, Inc., a non-profit Rhode Island corporation, ("RIEAS"), and **Town of Narransett** ("Principal").

RIEAS establishes and operates employee assistance programs for the employees of federal, state, and private employers and for the members of trade, professional, and other non-profit associations and societies. RIEAS enters into agreements with such employers and trade, professional and non-profit associations and societies to provide to their employees and/or members, as the case may be, consultation, assessment and referral services in connection with substance abuse, alcohol or drug dependency, emotional or behavioral disorders, relationship discord, financial or legal difficulties and other behavioral, emotional or physical impairment. Principal requests that RIEAS provide, and RIEAS seeks to provide, such services to employees and/or members, as the case may be, in accordance with the terms and conditions contained in this Agreement.

In consideration of the mutual covenants set forth herein, the parties therefore agree as follows:

EAP Core Services include: Case Management - *of variable duration based on employee's needs*; Consultation – *Human Resources, Managers, Loss Prevention*.

Work/Life Services include: Child Care, Adoption, Elder Care, Disabled Dependent Care, Financial, Legal

Critical Incident Stress Management (CISM) Services include: Onsite support for any traumatic events.

1. **Services.** RIEAS agrees to provide, either through its officers, employees, agents or subcontractors (collectively, "RIEAS"), to the employees and/or members, as the case may be, and their immediate families of Principal (collectively the "Employees" or "Employee", if in the singular) professional intake, consultation, assessment, referral, and educational and motivational support services (the "Services") in connection with substance abuse, alcohol or drug dependency, emotional or behavioral disorders, relationship discord, financial or legal difficulties and other behavioral, emotional or physical impairment, and RIEAS agrees to assist Principal in establishing, introducing and maintaining an employee assistance program by which to provide the Services to the Employees (the "EAP").
2. **Term.** This Agreement shall commence on **January 1, 2012** and continue until terminated as provided below.
3. **Termination.** Either party may terminate this Agreement, without cause, at any time, upon thirty (30) days' prior written notice to the other party, and with cause, immediately. In the event of any termination, whether with or without cause and whether by RIEAS or by Principal, Principal agrees to undertake any action necessary or appropriate, and to cooperate with RIEAS, in order to prevent abandonment, as that term is commonly understood among professional healthcare providers, of any and all Employees to whom RIEAS is then providing any of the Services.
4. **Materials and Training.** RIEAS will provide to Principal:
 - (a) RIEAS brochures which briefly introduce and explain the purpose and function of the EAP for distribution to Employees;
 - (b) A supervisor brochure for distribution to Principal's supervisors and management personnel;
 - (c) Business-sized cards which contain a summary of information regarding the EAP for distribution to Employees;
 - (d) Posters which promote the EAP;
 - (e) Materials for Employer's health fairs and articles of interest for internal publication;
 - (f) Webinar, audio conferencing or on-site supervisor training sessions and/or material for guidance in (i) documenting Employee performance problems, (ii) confronting Employee performance problems through the Principal's established personnel procedures, and (iii) making referrals to the EAP;
 - (g) Webinar, audio conferencing or on-site orientation sessions at primary sites and/or materials to familiarize Employees with the EAP.
 - (h) Quarterly webinars on RIEAS-selected work/life topics.
 - (i) Up to **two**, one-hour, webinar, audio conferencing or on-site specialized presentations annually; additional presentations \$250/hr.
 - (j) One on-site benefit fair annually.

5. Manner of Providing Services.

5.1 RIEAS will use its best efforts to provide the Services to:

- (a) any Employee in a crisis situation and in need of immediate attention, as determined in the professional judgment of the RIEAS officer, employee, agent or subcontractor so responding to the notice, on the same day;
- (b) any Employee in need of urgent attention, as determined in the professional judgment of the RIEAS officer, employee, agent or subcontractor so responding to the notice, on the same or next business day;
- (c) any Employee referred through the Principal's disciplinary process and who is not in a crisis situation and in need of immediate attention, as determined in the professional judgment of the RIEAS officer, employee, agent or subcontractor so responding to the notice, on the same or next business day or, with prior written notice, on the same day the corrective action is taken or the referral made; and
- (d) any other Employee on the same or next business day. Employees will be offered an unlimited number of EAP assessment/referral/support contacts. RIEAS will continue to provide the Services, as determined in the professional judgment of the RIEAS officer, employee, agent or subcontractor, to each Employee until his or her particular concern has been addressed or until this Agreement shall have been terminated, whichever occurs first.

5.2 RIEAS will use its best efforts to:

- (a) Respond on a twenty-four (24) hour basis to any crisis situation through RIEAS staff or off-hours clinician service;
- (b) Provide consultation to the management of Principal regarding any referral made on the basis of an Employee's job performance;
- (c) Provide consultation to appropriate management and human resources personnel of Principal for the development, interpretation and execution of policies and procedures relating to the EAP;
- (d) Provide, every six months to designated personnel of Principal management, a report listing non-identifiable statistics regarding the overall utilization of the EAP; and
- (e) Provide contact with appropriate personnel of Principal on a regular basis to develop strategies for greater utilization of the EAP.

- 6. Fees.** As consideration of the Services provided hereunder, Principal shall pay annually to RIEAS an amount to be agreed upon no later than thirty (30) days before the commencement of each contract year that this Agreement is in effect (the "Amount"), except, *however*, that for the first contract year that this Agreement is in effect, the Amount shall be determined at the time of execution of this Agreement. The Amount shall be computed on a capitation rate on the basis of the projected number of Employees, to be employed by, or members of, Principal for the current calendar year (the "Projected Number"). The Amount so agreed upon both at the time of execution of this Agreement and each contract year thereafter, shall be reflected on the attached exhibit, as revised from time to time, which exhibit shall be deemed a part hereof, and the Amount shall be paid in accordance with the schedule reflected on the exhibit. Each time a new Amount or schedule is agreed upon, a revised exhibit indicating the new Amount or schedule shall be substituted for the previous exhibit. No later than thirty (30) days before the beginning of each contract year, Principal shall submit to RIEAS a statement indicating the actual average number of Employees employed by, or members of, Principal during such calendar year (the "Actual Number").
- 7. Confidentiality of Records.** Principal agrees and acknowledge that RIEAS' records, statements, memoranda and communications, whether written or oral, are confidential and will not be disclosed or redisclosed without the consent of RIEAS and the Employee who is the subject of the particular record(s), statement(s), or communication(s) in question except as permitted by applicable federal and state laws and regulations, and that any such disclosure or redisclosure will comply with all applicable federal and state laws and regulations governing the disclosure or redisclosure of such confidential information, including without limitation, 42 U.S.C. § 290 dd-3, 42 C.F.R. Part 2 and HIPAA, and that any such disclosure or redisclosure will be made only to those persons who have a need to know, as that term is interpreted under the laws. Principal further agrees and acknowledges that it shall respect the autonomy of RIEAS and that it will not obtain or attempt to obtain any information regarding RIEAS or any Employee to whom any of the Services may be or have been rendered which would either violate the laws or prevent RIEAS from fully complying with the laws or which would serve as a breach of ethics under the highest standards of professional conduct applicable to RIEAS.
- 8. Principal's Cooperation.** Principal agrees that it will cooperate with RIEAS in their efforts to provide the Services and Principal agrees that it will cooperate with RIEAS in its efforts to establish, introduce and maintain the EAP. Principal further agrees that it will not take any action or cause anything to be done which will interfere with or compromise RIEAS' ability to provide the Services in accordance with the highest standards of care and professional conduct applicable to RIEAS.
- 9. Further Assurances.** Principal agrees that it shall cause all of its directors, officers, employees and agents to adhere to and abide by the terms and conditions set forth herein.
- 10. Entire Agreement.** This Agreement embodies the entire agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written, between the parties hereto.

- 11. Written Modification.** This Agreement may not be modified or amended except by a writing duly executed and signed by the parties hereto.
- 12. Notices.** All notices or communications required or permitted to be served by the provisions of this Agreement may be served on any of the parties hereto personally or may be served by sending a letter duly addressed by certified or registered mail to the addresses set forth below.
- 13. Governing Law.** This Agreement shall be construed by and in accordance with the laws of the State of Rhode Island.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the day and year first written above.

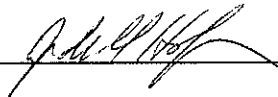
Exhibit

The parties of this Agreement agree that for the contract year **2012**, Principal shall pay to RIEAS **Three Thousand Five Hundred Twenty-Eight and 00/100 (\$3,528.00)** computed at the rate: \$21.00 per employee, in accordance with the following schedule:

\$3,528.00 on or by **January 31, 2012**

Dated: December 28, 2011

RIEAS a division of **RIEAP, Inc.**
300 Centerville Road, Suite 301 South
Warwick, Rhode Island 02886

By:  _____

Title: Executive Director
800-445-1195
401-732-9444

Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02882

By: _____

Title: _____

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 08
Amend No. _____

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: David E. Ousterhout, Director of Public Works
PREPARED BY: Susan W. Gallagher, Purchasing Agent
SUBJECT: Emergency Parts for Fire Department's Engine 2

RECOMMENDATION:

That the Town Council approve/ratify/confirm the emergency purchase of parts to repair the Fire Department's Engine 2 from Minuteman Trucks, Inc., in the amount of \$3,174.60.

SUMMARY:

The 2005 Ferrara Pumper F-350 (Engine 2) was brought in for repairs and it was found that the main pump needed a new impeller and shaft assembly. Three price quotes were obtained from Minuteman Trucks, Inc., Shipman's Fire Equipment Co. Inc., and New England Fire Equipment & Apparatus Corporation. Minuteman Trucks, Inc. quoted the lowest net price of \$3,147.81 plus an estimated \$200.00 - \$300.00 for freight. Due to the emergency nature of the needed repairs, the Town Manager authorized waiver of the formal RFQ process and approved the emergency purchase order to the vendor with the lowest quotation, Minuteman Trucks, Inc. The final invoiced amount for the parts was \$3,174.60.

Funding is available in the Fleet Maintenance Division Operating Account, 02-735-0504, Vehicle Maintenance/Repair.

ATTACHMENTS:

1. Copy of authorization memo signed by Town Manager, 12/13/11
2. Invoice from Minuteman Trucks, Inc.

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

TOWN OF NARRAGANSETT
DEPARTMENT OF PUBLIC WORKS
INTER OFFICE MEMORANDUM

To: Grady Miller, Town Manager
From: David E. Ousterhout, Director *DEO*
Subject: Repairs to Fire Engine 2
Date: December 13, 2011

Recently Fire Engine 2, a 2005 Ferrara Pumper F-350, was brought in for repairs. It was found that a new impeller and shaft assembly was needed for the main pump. Three vendors were solicited including Minuteman Truck, Inc., Shipman's Fire Equipment Co. Inc., and New England Fire Equipment & Apparatus Corporation. New England Fire Equipment, located in North Haven Ct. was contacted several times but never responded. Minuteman Truck quoted the lowest net price of \$3,147.81 and Shipman's Fire Equipment co. Inc. quoted \$4,671.00. I am requesting the following:

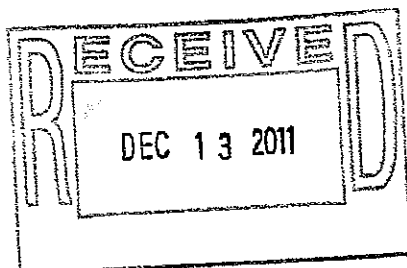
1. Waiver of the purchasing requirement to advertise and obtain formal quotes or bids. Three vendors had been contacted and written quotes have been obtained from two of the three vendors for the required repairs (please see attached).
2. Authorization for an emergency purchase order to be issued. The DPW will prepare an Agenda Item to place the emergency purchase on a Town Council Agenda as an approve, ratify, and confirm item.

Engine 2 is utilized on a regular basis to support Fire department operations and emergency response. It needs to be returned to service as soon as possible. Funding is available in Fleet Maintenance account #02-735-0504. Please advise if any additional information is required.

DEO
710-M-034-011

Attachments

Approved
Grady Miller
12-13-2011





MINUTEMAN TRUCKS, INC.

2181 Providence Hwy., Walpole, MA 02081

508.668.3112 • 800.225.4808

www.MinutemanTrucks.com

REMIT PAYMENT TO:

P.O. BOX 414511

BOSTON, MA 02241-4511

THE SELLER HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR THE PARTICULAR PURPOSE, AND THE SELLER NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF THESE PARTS.

DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER	
20 DEC 11	122687	20 DEC 11	20 DEC 11	906734	12:03

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ACCOUNT NO. 7820688

NARRAGANSETT FIRE DEPT
25 FIFTH AVE
NARRAGANSETT, RI 02882

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PAGE 1 OF 2

NARRAGANSETT DPW
260 WESTMORELAND ST.
NARRAGANSETT, RI 02882

SHIP VIA			SLSM.	B/L NO.	TERMS	F.O.B.		
DEL P/U			104		NET 10	WALPOLE MA		
ORD	SHIP	B.O.	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT	
1	1	0	016-1050-00-0	IMPELLER	3084.72	2066.76	2,066.76	NO RETURNS AFTER 15 DAYS.
20	20	0	018-1812-07-0	SCREW	4.60	3.28	65.60	
1	1	0	040-4490-00-0	SEAL RING	26.74	19.10	19.10	RETURN GOODS SUBJECT TO 25% HANDLING CHARGE.
1	1	0	046-1640-00-0	GASKET PUM	9.22	6.58	6.58	
1	1	0	046-6020-00-0	GASKET REA	4.50	3.32	3.32	SPECIAL ORDER AND ELECTRICAL PARTS ARE NOT RETURNABLE.
1	1	0	064-5070-01-0	COTTER PIN	4.60	3.28	3.28	
1	1	0	110-7040-00-0	NUT IMPELL	50.20	35.99	35.99	ALL RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.
1	1	0	296-5210-50-0	SEAL MECHA	1041.86	732.95	732.95	
2	2	0	321-0040-00-0	RING IMPEL	143.92	102.22	204.44	
1	1	0	046-5060-00-0	GASKET	4.72	3.37	3.37	
1	1	0	046-5130-00-0	GASKET	4.50	3.21	3.21	
PLUS FREIGHT ESTIMATED @ 200-300 DOLLARS								
					PARTS			
					SUBLET			
					FREIGHT			
					SALES TAX			
					TOTAL			

CUSTOMER1



MINUTEMAN TRUCKS, INC.

2181 Providence Hwy., Walpole, MA 02081

508.668.3112 • 800.225.4808

www.MinutemanTrucks.com

REMIT PAYMENT TO:

P.O. BOX 414511

BOSTON, MA 02241-4511

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DATE ENTERED	YOUR ORDER NO.	DATE SHIPPED	INVOICE DATE	INVOICE NUMBER	
20 DEC 11	122687	20 DEC 11	20 DEC 11	906734	12:03

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ACCOUNT NO. 7820688

NARRAGANSETT FIRE DEPT
25 FIFTH AVE
NARRAGANSETT, RI 02882

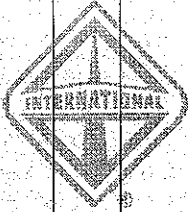


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NARRAGANSETT DPW
260 WESTMORELAND ST.
NARRAGANSETT, RI 02882

PAGE 2 OF 2

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B.			
DEL	104		NET 10	WALPOLE MA			
ORD.	SHIP	B.O.	PART NUMBER	DESCRIPTION	LIST	NET	AMOUNT

FREIGHT 30.00							

  							
PARTS & SERVICE HOURS OPEN MONDAY THRU FRIDAY 7AM TO 6PM SATURDAY 8AM TO 12PM *****							
PARTS 3,144.60							
SUBLET							
FREIGHT 30.00							
SALES TAX 0.00							
TOTAL \$3,174.60							

NO RETURNS AFTER 15 DAYS.

RETURN GOODS SUBJECT TO 25% HANDLING CHARGE.

SPECIAL ORDER AND ELECTRICAL PARTS ARE NOT RETURNABLE.

ALL RETURNED GOODS MUST BE ACCOMPANIED BY THIS INVOICE.

CUSTOMER1

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

CC: 09
Amend No. _____

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: Karen Saucier, Director Information Resources
PREPARED BY: Susan W. Gallagher, Purchasing Agent
SUBJECT: File Server Replacement for Engineering/GIS

RECOMMENDATION:

That the Town Council approves the purchase of replacement server equipment for Engineering/GIS from Dell Marketing, LP, in the amount of \$3,452.24, utilizing the State of Rhode Island Master Price Agreement.

SUMMARY:

This replacement server is dedicated for GIS and Engineering and will replace the existing one that is five (5) years old and no longer eligible for warranty. Replacement of this server is necessary to accommodate the need for greater storage.

Bids were solicited and awarded by the State of Rhode Island, Office of Purchasing. The Town will be purchasing under the State Master Price Agreement (MPA).

Funding is available in the Major Maintenance and Non-Capitalization Account, 19-210-7045, New Equipment.

ATTACHMENTS:

1. Dell Quotation # 604056320 for PowerEdge T310 server, dated 11/17/11.

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

DELL**QUOTATION****QUOTE #: 604056320****Customer #: 6332334****Contract #: WN26ACA****CustomerAgreement #: B27160****Quote Date: 11/17/11****Date: 11/17/11 10:49:31 AM****Customer Name: TOWN OF NARRAGANSETT**

TOTAL QUOTE AMOUNT:	\$3,452.24		
Product Subtotal:	\$3,452.24		
Tax:	\$0.00		
Shipping & Handling:	\$0.00		
Shipping Method:	Ground	Total Number of System Groups:	1

GROUP: 1	QUANTITY: 1	SYSTEM PRICE: \$3,452.24	GROUP TOTAL: \$3,452.24
Base Unit:	PowerEdge T310 Chassis with upto 4 Cabled Hard Drives and Quad Pack LED Diagnostics (224-6557)		
Processor:	Shipping for PowerEdge T310 (330-5947)		
Memory:	16GB Memory (4x4GB), 1333MHz, Dual Ranked UDIMM (317-2409)		
Memory:	Memory for 1CPU Platform (317-2022)		
Video Card:	X3450 Xeon Processor, 2.66 GHz8M Cache, Turbo, HT (317-2042)		
Video Card:	PowerEdge T310 Heatsink (330-5114)		
Hard Drive:	HD Multi-Select (341-4158)		
Hard Drive Controller:	PERC6i SAS RAID Controller Internal with Battery (341-6175)		
Hard Drive Controller:	PERC 6/i cable for cabled Hard Drive (330-5341)		
Operating System:	Windows Server 2008 R2 SP1, Standard Edition, Includes 5 CALS (421-5425)		
NIC:	On Board network Adapter (430-2008)		
Modem:	Baseboard Management Controller (313-7919)		
CD-ROM or DVD-ROM Drive:	SATA Optical Drive Cable for PowerEdge T310 (330-5342)		
CD-ROM or DVD-ROM Drive:	16X DVD-ROM,SATA, INTERNAL (313-9100)		
Processor Cable:	5-pack of Windows Server 2008 User CALs (Standard or Enterprise) (420-8373)		
Documentation Diskette:	Electronic System Documentation and OpenManage DVD Kit (330-5091)		
Feature	RAID 5 - Add-in PERC6i/H700 (SAS/SATA Cntrlr), 3-4 Hard Drives (330-5095)		
Service:	Dell Hardware Limited Warranty Plus On Site Service Initial Year (904-8377)		
Service:	Dell Hardware Limited Warranty Extended Year (905-1428)		
Service:	Pro Support : Next Business Day Onsite Service After Problem Diagnosis, 4 Year Extended (903-8224)		
Service:	Pro Support : Next Business Day Onsite Service After Problem Diagnosis, Initial Year (904-8900)		
Service:	ProSupport : 7x24 HW / SW Tech Support and Assistance , 5 Year (903-8264)		
Service:	Thank you choosing Dell ProSupport. For tech support, visit http://support.dell.com/ProSupport or call 1-800-9 (989-3439)		
Installation:	On-Site Installation Declined (900-9997)		
Misc:	Power Supply, Non-Redundant 375W (330-5112)		
Misc:	Power Cord, NEMA 5-15P to C13 wall plug, 10 feet (330-5113)		
	500GB 7.2k RPM Serial ATA 3Gbps 3.5-in Cabled Hard Drive (341-9247)		
	500GB 7.2k RPM Serial ATA 3Gbps 3.5-in Cabled Hard Drive (341-9247)		

	500GB 7.2k RPM Serial ATA 3Gbps 3.5-in Cabled Hard Drive (341-9247)
	500GB 7.2k RPM Serial ATA 3Gbps 3.5-in Cabled Hard Drive (341-9247)

SALES REP:	Wesley Dewald	PHONE:	800-981-3355
Email Address:	wesley_dewald@dell.com	Phone Ext:	7250392

Please review this quote carefully. If complete and accurate, you may place your order online at www.dell.com/qto (use quote number above). POs and payments should be made to *Dell Marketing L.P.*

If you do not have a separate agreement with Dell that applies to your order, please refer to www.dell.com/terms as follows:

If purchasing for your internal use, your order will be subject to *Dell's Terms and Conditions of Sale-Direct* including Dell's U.S. Return Policy, at www.dell.com/returnpolicy#total. If purchasing for resale, your order will be subject to *Dell's Terms and Condition of Sale for Persons or Entities Purchasing to Resell*, and other terms of Dell's PartnerDirect program at www.dell.com/partner. If your order includes services, visit www.dell.com/servicecontracts for service descriptions and terms.

Quote information is valid for U.S. customers and U.S. addresses only, and is subject to change. Sales tax on products shipped is based on "Ship To" address, and for downloads is based on "Bill To" address. Please indicate any tax-exempt status on your PO, and fax your exemption certificate, with seller listed as *Dell Marketing L.P.*, to Dell's Tax Department at 800-433-9023. Please include your Customer Number.

For certain products shipped to end-users in California, a State Environmental Fee will be applied. For Asset Recovery/Recycling Services, visit www.dell.com/assetrecovery.

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 10
Amend No. _____**

Date Prepared: January 6, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: Anthony L. Santilli, Jr. Building Official
SUBJECT: G.P. Pier Retail, LLC- 9 Pier Market Place
Building B, Plat C Lot 181-1A

RECOMMENDATION:

That the Town Council APPROVE/REJECT a request from Gilbane Development Company on behalf of GP Pier Retail LLC for the approval of plans to renovate the exterior of Building B which would include new roof, siding and windows and to construct and install a clock tower.

SUMMARY:

G.P. Pier Retail, LLC has applied for a building permit for renovations. The permit cannot be issued until the Town Council approves the proposed site in this urban renewal area. Please refer to the attached plans.

Attachments:

1. Letter Gilbane Development
With site plans for Building B

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____



January 5, 2012

Anne M. Irons
Town Clerk
Town of Narragansett
25 Fifth Avenue
Narragansett, RI 02881

Re: Town Council Meeting – January 17, 2012

Dear Ms. Irons:

On behalf of GP Pier Retail, LLC, please consider this letter as our request to be placed on the agenda for the Town Council meeting scheduled for January 17, 2012.

We are seeking Town Council review and approval of our plans to renovate the exterior of Building “B” as more particularly denoted on the attached Site Plan. Renovations will include new roofing, siding and windows. For your use and reference, I have attached photographs of the existing conditions and color renderings of the proposed improvements.

If you have any questions or require additional information please feel free to contact me at 401/456-5989.

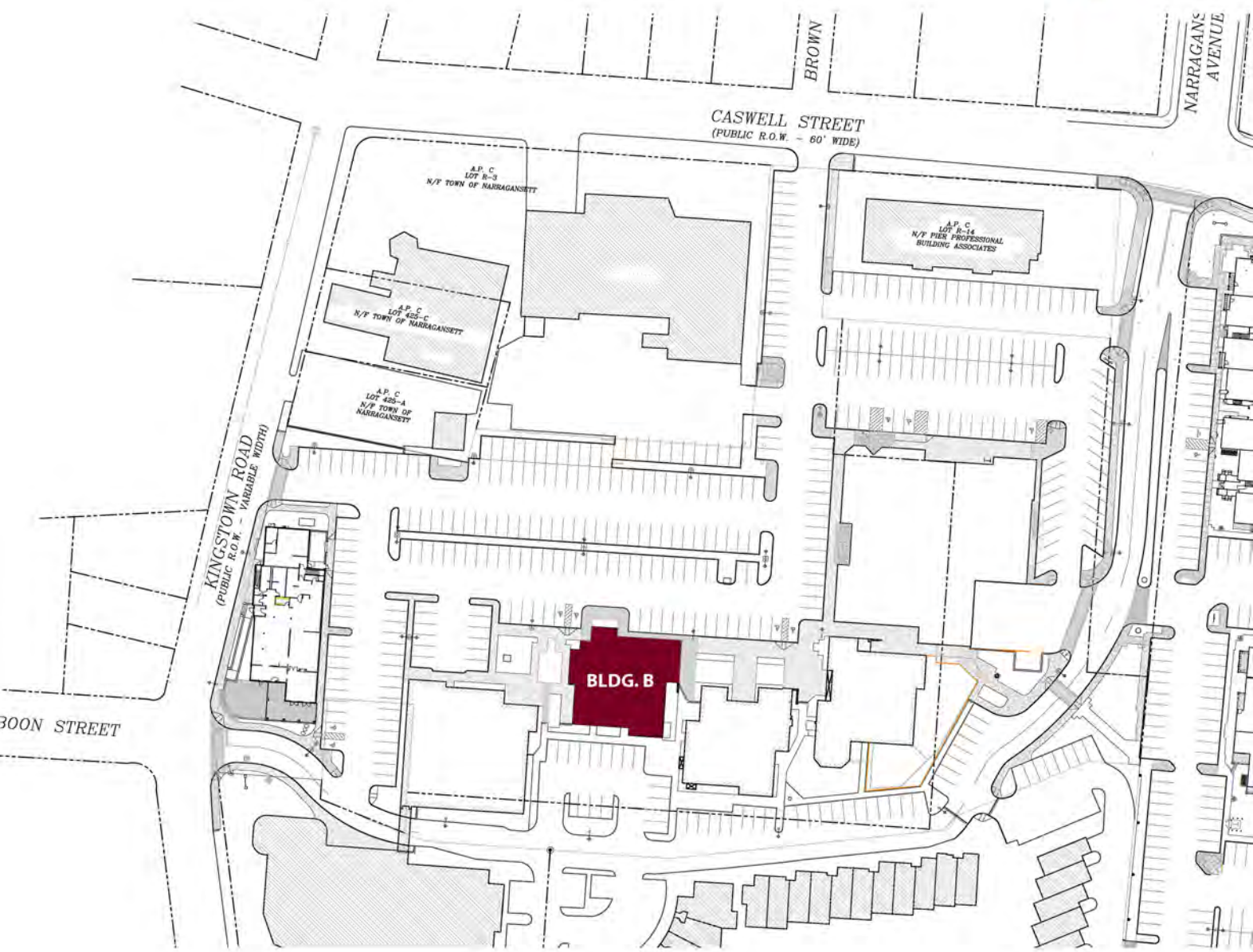
Sincerely,
Gilbane Development Company

A handwritten signature in black ink, appearing to read "Bob Gagliardi".

Robert Gagliardi
Manager – Property Management

Attachments

SITE PLAN





EAST ELEVATION (existing)



EAST ELEVATION

NPV COMMERCIAL BUILDING B

NARRAGANSETT, RHODE ISLAND

DECEMBER - 2011



WEST ELEVATION (existing)





SOUTH ELEVATION (existing)





NORTH ELEVATION

NPV COMMERCIAL BUILDING B

NARRAGANSETT, RHODE ISLAND

DECEMBER - 2011

For illustration purposes only. Not for construction.



TOWN OF NARRAGANSETT

25 Fifth Avenue Narragansett, RI 02882

Tel. (401)782-0619 Fax (401)782-0620

DEPARTMENT OF BUILDING INSPECTION

December 20, 2011

G.P. Pier Retail, LLC
C/o Gilbane Properties
7 Jackson Walkway
Providence, RI 02903

SUBJECT: 9 Pier Market Place

Please be advised that this office has reviewed your request to construct a clock tower, install new windows, siding and a roof extension to Building B located at 9 Pier Market Place. Plat C Lot 181-1A is regulated by the Town Council acting as the Urban Renewal Board of Review.

Please contact the Town Clerk, Anne Irons, to schedule a public hearing before the Town Council regarding the proposed renovation. If you have any questions, please contact this office at 782-0619.

Respectfully,

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a horizontal line.

Anthony L. Santilli, Jr., Building Official
Department of Building Inspections

Cc: Grady Miller, Town Manager
Anne Irons, Town Clerk

ALS/cld

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 11
Amend No. _____**

Date Prepared: January 12, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager

FROM: Michael DeLuca, Community Development Director

SUBJECT: Second Reading for Adoption an Ordinance in Amendment of Chapter 731 of the Code of Ordinances of the Town of Narragansett, Rhode Island
ENTITLED "An Ordinance in Relation to Zoning"

RECOMMENDATION:

That the Town Council adopt an ordinance in amendment of Chapter 731 of the Code of Ordinances of the Town of Narragansett, Rhode Island, entitled "An Ordinance in relation to Zoning "as it relates to amend the Zoning Ordinance Section 2.2 - Definitions, Section 6.1 – Table of Use Regulations and Section 12 – Special Use Permits to add a definition, a new use code "7401" and standards for private residential boarding schools to be permitted by special use permit in the R-80 zone with lot restrictions and limitations.

SUMMARY:

On December 19, 2011 a public hearing was held and the Town Council approved the amendment to include and define Boarding Schools, the use regulations for Boarding Schools Private/Secondary and Development Standards for Boarding Schools. The council also included a section entitled User Fee and accepted the ordinance for the first reading.

ATTACHMENTS:

1. Ordinance

TOWN CLERK USE ONLY:

☐ Consent Agenda
☐ Carry Over to Date: _____
☐ Approved
☐ Unfinished Business (Date heard previous: _____)
☐ New Business
☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

TOWN OF NARRAGANSETT

CHAPTER

AN ORDINANCE IN AMENDMENT OF CHAPTER 731 OF THE CODE OF ORDINANCES OF THE TOWN OF NARRAGANSETT, RHODE ISLAND, ENTITLED "AN ORDINANCE IN RELATION TO ZONING"

It is ordained by the Town Council of the Town of Narragansett as follows:

Section 1: Section 2.2 of the Zoning Ordinance is hereby amended to add the following definition:

Section 2.2 Definitions

Boarding School: A school for secondary level students in grades nine (9) through twelve (12), where pupils are enrolled in a course of study which is approved by the Rhode Island Department of Education and reside full-time during the school year with other students, faculty, staff and administrators. The word boarding is used in the sense of "bed and board", i.e. lodging and meals.

Section 2: Section 6.1 of the Zoning Ordinance is hereby amended to add the following to the Table of Use Regulations:

Section 6. Zone Regulations

6.1 Use Regulations:

The Table of Use Regulations lists the use regulations for land and structures in each zone, subject to all other provisions of this ordinance. New text and proposed new Code 7401 for a private residential/boarding secondary school be permitted, via special use permit in the R-80 Zone, with lot restrictions and limitations.

Code	Description	R-80	R-40	R-20	R-10	R-10A	BA	BB	BC	IA	IB	P	Comments
7401	Boarding School Private/ Secondary	S	X	X	X	X	X	X	X	X	X	X	Min. lot size 16 Ac. Frontage on state road. Town water required. Vegetated buffer

Section 3: Section 12 of the Zoning Ordinance is hereby amended to add the following Section 12.21 Development Standards for Boarding School:

Section 12. Special Use Permits

Section 12.21 Development Standards for Boarding School:

The Zoning Board of Review may grant a special use permit for the provision of a secondary level boarding school to be located in the R-80 zone, subject to the following minimum standards:

(1) *Site:* The development shall be located on a zoning lot or contiguous lots totaling a minimum of sixteen (16) gross acres of land in an R-80 zone. The site shall have frontage on a state arterial roadway and shall be serviced by or have access to service by municipal or public water. A landscaping buffer shall be provided in accordance with Section 6 below.

(2) *Building placement and design:*

(a) Any new building shall be placed outside of the underlying zoning district setbacks. Existing buildings on a site being developed as a Boarding School shall not be disqualified from use and/ or rehabilitation if they fall within current underlying zoning district setbacks.

(b) If a new building(s) are proposed on a developed site, the building height, (up to a maximum of 50 feet), and the roof design and pitch, the proportions of and relationships between doors and windows, and the relationship of the width to the front facade height (massing), shall be compatible with the style of similar existing buildings within the Boarding School complex.

(c) Any new or renovated building shall have the same materials, or those which are architecturally harmonious, used for all walls and other exterior building components of other existing building(s) in the complex.

(d) Additions or alterations to an existing building should be complementary in scale to the original structure, and architectural details, including materials, colors and textures, shall be treated so as to be compatible with the original architectural style of the building, providing such details preserve and enhance the character of the surrounding area. Review of additions or alterations to structures that fall within the local Historic District (as provided herein) shall be performed by the Historic District Commission, subsequent to any reviews required by the Planning Board and Zoning Board.

(e) Mechanical equipment and utility hardware on roofs shall be screened from public view with materials harmonious to the building. Utility structures that cannot be placed on the roof shall be located so they are not visible from the street

or public open space, and shall be screened with landscaping or materials that are compatible with the building.

(f) When used, the design and size of exterior lighting and/or window lighting shall be compatible with the building and the adjacent areas, and be adequate for safe residential use. Review of lighting features by the planning board shall include color, lumens, location, design and impact on adjacent properties. Review of lighting fixtures added to qualifying structures with the Historic District shall be performed by the Historic District Commission.

(3) **Signage:** The following standards for signs in the underlying district shall supersede those regulations contained in subsection 7.18. All new proposed signage for a Boarding School shall be subject to review by the Planning Board as part of the design and site plan review process, or by the Historic District Commission if the sign is to be added to a qualifying historic structure.

(a) **Permits required.** A permit shall be required for all signs not specifically exempted in section 7.18 e. Application for a permit shall be made on forms as required by the building inspection division, and shall be accompanied by a scale drawing indicating the following:

- (1) The size of the proposed sign, general configuration of lettering and/or symbols, and such descriptive material as may be necessary to fully explain the intent of the application;
 - (2) The location of the proposed sign in relation to the building and all property lines;
 - (3) Dimensions of the structure on which the proposed sign is to be located.
- a. If the sign for a boarding school is located in residential zones other than those exempted in section 7.18(e)(4), shall require a building permit, and are limited in size and type as below.
 - b. A permanent sign at major entrances to the boarding school will be permitted, provided that such signs shall bear no commercial advertising and shall not exceed 20 square feet of area and shall be subject specifically to the limitations set forth in section 7.6(c), "sight distance on corner lots."
 - c. Internally illuminated and/or electric signs shall not be permitted in residential districts however signs may be externally illuminated by illumination not to exceed 150 watts per face. (Per section 7.18 1 (1)c)

(4) **Site design:**

(a) The layout and design of all means of vehicular and pedestrian circulation, including interior drives, parking areas and walkways, shall provide for safe interior circulation and separation of pedestrian, vehicular and service traffic.

(b) The number of site entrances shall be the minimum necessary for effective traffic control.

(5) *Parking:* As part of the site plan review of any new or expanded boarding school project development, the applicant shall present a parking plan to the planning board that addresses existing parking, projected demand and a means of addressing this demand. Approval by the planning board of a parking plan for development shall require the following automobile parking spaces:

Boarding school. *One car space for each teacher and/or employee plus one car space for every four students/residents.*

(a) No parking areas shall be located within the front yard setback.

(i) Regarding future development of property on Assessor's Plat F, Lot 16, no new parking shall be allowed in the front yard setback facing Hazard Avenue as it currently exists after January 1, 2012.

(b) Parking lots that front on public streets shall be screened by landscaping or with walls or fencing a minimum of three feet in height. Walls and fences shall be of a scale and material appropriate to the site and surrounding area.

(c) The interior of all newly proposed paved parking areas shall be enhanced with planted islands, with a minimum of one island for each 50 parking spaces. The planted islands shall be placed so as to prevent long rows of uninterrupted parking spaces and be designed to assist in treatment of storm water runoff. All islands shall be surrounded by continuous raised curbing.

(6) *Landscaping:* Landscape treatment shall be provided to enhance architectural features and improve aesthetics.

(a) Plantings along the perimeter of newly proposed parking areas and new streets should include either evergreen species, or street trees of at least 3.5-inch caliper planted at intervals of 35 feet. Planted islands may include shrubs, plants and other live vegetation, but should include one tree of at least three-inch caliper

(b) Only nursery grown plant materials shall be accepted, and all trees, shrubs and ground covers shall be planted according to accepted horticultural standards. The owner shall be responsible for maintaining the landscaping and for replacing all dead or diseased plant materials on at least an annual basis. Failure to adequately maintain required plantings may result in such work being performed by the town at the owner's expense.

(c) Screening of refuse areas, service and storage yards and exterior work areas shall be accomplished by use of walls, fencing, plantings or a combination of these.

(7) Wastewater Management: The Engineering Department shall review all connections to Town Sewer System to ensure they are properly designed with adequate capacity for the number of boarding school rooms, employees and associated activities, including food services. Sites serviced by onsite wastewater systems shall be required to demonstrate compliance with RIDEM requirements via permit.

(8) Boarding School Capacity /Number of Permitted Rooms: All proposed boarding schools shall be allowed at the following density: 16 residents (boarding rooms) per gross acre, limited to 100 students/residents per boarding school complex and housing to serve up to 30 residential staff members.

(9) User fee: The Zoning Board of Review, as part of the granting of a special use permit, may require the applicant to enter into an agreement with the town to pay, on an annual basis, a user fee. The user fee shall be used to help defray the impact of the proposed project on municipal services.

Section 4: This ordinance shall take effect upon its passage, and all other ordinances or parts of ordinances inconsistent herewith are hereby repealed.

First reading read and passed in the Town Council meeting legally assembled the ____ day of _____, 2012

Second reading read and passed in the Town Council meeting legally assembled the ____ day of _____, 2012

ATTEST:

Anne M. Irons, Town Clerk

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 12
Amend No. _____**

Date Prepared: January 5, 2012
Council Meeting Date: January 17, 2012

TO: Grady Miller, Town Manager
FROM: Michael DeLuca, Community Development Director
PREPARED BY: Susan W. Gallagher, Purchasing Agent
SUBJECT: Award of bid – Comprehensive Plan Update

RECOMMENDATION:

That the Town Council awards the bid for a professional services contract for the "Comprehensive Plan Update " with Horsley Witten Group at their proposed price of \$94,968.00 and to authorize the Town Manager to sign the contract after review by the Town Solicitor.

SUMMARY:

On September 13, 2011, the Town received three bids for consultant services designed to assist the Town in drafting a complete update of the Narragansett Comprehensive Plan. This plan had received updates in 2005 and 2008, but is now due for a complete renewal.

An evaluation committee made up of the Town Manager, the Planning Board Chairman and the Community Development Director reviewed and ranked the three applications based on qualifications-based selection criteria set forth in the request for proposals. In addition, the Committee held interviews on December 1, 2011. All three applicants were asked to provide a brief presentation and respond to seven (7) standard questions and a few specific inquiries.

While all three applicants were determined to be capable of completing the project, the Horsley Witten Group scored the highest in initial proposal review and in the interview process. Key to this determination was their past experience in drafting comprehensive plans in nearby RI communities and their skill in drafting zoning ordinances and land development regulations. Additionally, the Committee found the format of their approach to provide clear milestones and deliverables for the several stages of the process. Due to this range of skills Horsley Witten brings to the project, they were

TOWN CLERK USE ONLY:

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☐ Approved
☐ Unfinished Business (Date heard previous: _____)
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ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

determined to be the best suited vendor for the Town and preferred by all three members of the evaluation team.

The request for bids was advertised in the Narragansett Times, solicited and posted on the Town of Narragansett and State Purchasing Division websites. Seven vendors were solicited and four responded (one as a “no bid”). The attached spreadsheet lists the results from the solicitation.

Funding is available in the Major Maintenance and Non-Capitalization Account, 19-610-7513, Comprehensive Plan.

ATTACHMENTS:

1. September 13, 2011 solicitation spreadsheet for bid opening.

Bid Opening - Tuesday, September 13, 2011 - 11:00 am

Bid Opening - Tuesday, September 13, 2011 - 11:00 am

Vendor	Bid Price	Notes
Behan Planning & Design	No Bid	
Planimetrics	\$94,000.00	
Horsley Witten Group	\$94,968.00	
Vanassee Hangen Brustlin, Inc.	\$95,450.00	
Sg B12002		

**TOWN OF NARRAGANSETT
COUNCIL COMMUNICATION**

**CC: 13
Amend No. _____**

Date Prepared: January 11, 2012
Council Meeting Date: January 17, 2012

TO: Grady E. Miller, Town Manager
FROM: Anne M. Irons, CMC -Town Clerk
SUBJECT: Historic District Commission Appointments

RECOMMENDATION:

That the Town Council reappoint/appoint individuals to the Historic District Commission. Two members for a three year term which will expire on January 1, 2015 and an alternate member for a one year term, which will expire on January 1, 2013.

SUMMARY:

The Historic District Commission has three seats that became open and available for reappointment due to the expiring terms of existing Board members. The Board members have requested to be reappointed. There are no applications on file. The following indicates the original board appointment date and expiration date for the current members.

<u>Name</u>	<u>Appointed</u>	<u>Expiration Date</u>
Linda Rae O'Neill	12-21-09	01-01-2012
Sandra Panzeri-Alternate	02-07-11	01-01-2012
Robert Shields	02-01-10	01-01-2012

Attached are the Town Council Rules for Commission, Committee and Board Appointments. According to the Council rules, no person shall be appointed to serve concurrently on more than one commission, committee or board created by the Town Council, with the exception of ad hoc commissions, committees or boards, or dual appointments required by charter, ordinance or resolution.

TOWN CLERK USE ONLY:

- ☐ Consent Agenda
- ☐ Carry Over to Date: _____
- ☐ Approved
- ☐ Unfinished Business (Date heard previous: _____)
- ☐ New Business
- ☐ Public Hearing – No Action Taken

ORD. # _____ RES. # _____
LCON# _____ LIC. # _____
Action Date: _____

Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.

ATTACHMENTS:

1. Council Rules for Commission, Committee and Board Appointments



TOWN OF NARRAGANSETT

Town Hall • 25 Fifth Avenue • Narragansett, RI 02882
Tel. (401)789-1044 Fax (401)783-9637

Town Clerk's Office
www.narragansettri.gov

TOWN OF NARRAGANSETT

RULES FOR COMMISSION, COMMITTEE AND BOARD APPOINTMENTS

I. SELECTION PROCESS OF MEMBERS

1. As authorized by the Town Council, the Town Clerk shall advertise once a year in a local newspaper, the commissions, committees, and boards that will have upcoming appointments. When a vacancy occurs it will be placed on the Town's website.
2. Upon receipt of an application, the Town Clerk shall date stamp it and retain the original.
3. The application shall remain on file for a period of two (2) years from the date received. The Town Clerk will contact applicant after the two year period to seek availability and interest. The Town Clerk will forward all applications on file for an open board when a vacancy becomes available on that particular committee, commission or board to the Town Council and to the Town Manager.
4. All vacancies on the Planning or Zoning Boards will require that the Town Council interview those candidates.
5. The Town Council motion to appoint a candidate to a particular committee, commission or board, shall have the names of each applicant candidate listed on the summary.
6. A written staff recommendation may be submitted to the council through the Town Manager.

7. All applications received shall be available for public review to the extent under law, in the office of the Town Clerk.
8. The mission for each board, commission or committee shall be available in the office of the Town Clerk and on the town's website.

II. REQUIREMENT FOR MEMBERSHIP

1. Applications for the various commissions, committees and boards shall be available in the Town Clerk's Office or on the Town's website.
2. Applications shall be completed and submitted to the Town Clerk no later than the advertised filing date also unless otherwise approved by the unanimous consent of the council only applications received before the scheduled appointment date shall be considered for appointment.
3. The Town Clerk shall notify individuals whose terms are about to expire by letter, to determine if that individual wishes to be considered for reappointment. Members are reappointed at the discretion of the Town Council.
4. Individuals wishing to be considered for reappointment shall notify the Town Clerk prior to the expiration of the date in the letter sent to them.
5. The chairperson of each commission, committee or board shall submit an *Annual Report* including an attendance record, to the Town Clerk, for those individuals wishing to be considered for reappointment.
6. No person shall be appointed to serve concurrently on more than one commission, committee, or board created by the Town Council, with the exception of AdHoc commissions, committees or boards, or dual appointments required by Charter, Ordinance or Resolution. Dual office may be permitted if all applications on file are given appropriate consideration before a person is appointed to a second board or committee and the appointment will not violate the town charter.
7. Any appointee who is absent without cause for three (3) consecutive meetings may be subject to removal by the Town Council.
8. When any member of a commission, committee or board is absent for (3) consecutive meetings, the Chairperson shall notify the Town Clerk, who shall in turn notify the Town Council for direction. Should the Chairperson recognize any other attendance deficiencies, the Town Clerk shall be notified, who shall in turn notify the Town Council for direction.

9. The applicant shall comply with all State Laws and Regulations, as well as Ethics Commission requirements for appointees.

III. APPOINTMENT REVIEW PROCESS

1. The Town Council shall review each application and may invite specific candidates to an interview with the Council prior to a regularly scheduled meeting or work session. Candidates interviewed by the Town Council will be sent a letter of appreciation by the Town Clerk.
2. When making a nomination, the Council member making the recommendation will verbally outline reasons for the nomination.

Adopted February 1, 2010

Amended 11-15-10